

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
October 28, 2019

PRESENT: Dr. Jose Fierro  
Dr. Adriana Flores-Church  
Rick Miranda  
Dr. Dilcie Perez  
Dr. Patricia Robbins-Smith  
Dr. April Griffin  
Dean Mellas  
Liz Page  
Stephanie Rosenblatt  
Kathy Hogue  
Lynn Laughon for Kim Applebury  
Danylle Williams-Manser  
Cheryl Thury  
Kimberly Sayo

ABSENT: Felipe Lopez

GUEST(s): Lydia Cosio  
Niki Lovejoy-Robold  
Nicholas Matthews  
Dr. Valency Raphael  
Clara Ross-Jones

I. MEETING CALLED TO ORDER

Mr. Miranda 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

**Employment Opportunities**

Administrative Clerk II (Student Affairs)  
Administrative Clerk I (Purchasing)  
Athletic Trainer  
Captain of Campus Police  
Director, Physical Plant and Construction Services

**Closing Dates**

November 21  
November 21  
November 12  
November 30  
November 12

Information regarding all employment opportunities is posted on the [Human Resources webpage](#).

IV. APPROVAL OF MINUTES – October 7, 2019

It was moved by Mr. Mellas and seconded by Ms. Hogue to approve the October 7 minutes with corrections. The vote for approval was 9-0-3; Mr. Miranda, Ms. Laughon and Ms. Page abstained. Mr. Lopez was not present for the vote.

V. BOARD AGENDA – November 6, 2019

The committee reviewed the draft November 6 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES**Outstanding Classified Employee Selection – Dr. Adriana Flores-Church***EMP Goal C: Promoting Leadership and Staff Development*

Dr. Flores-Church distributed the attached September 19 meeting minutes. Paul Bleak was selected for the month of September and Annabelle Horton (Financial Aid) was selected for the month of October. A flyer is being created for distribution campus-wide to encourage nominations.

**Developmental Education – Niki Lovejoy-Robold***EMP Goal A: Strengthening the Culture of Completion*

Mrs. Lovejoy-Robold distributed the attached October 1 and October 15 meeting agendas and minutes. She reviewed the attached presentation which included the following updates on Whine and Cheese Sessions about AB 705, a nine series Teaching and Learning Modules created by Lynn Serwin, and Professional Development for Math. The committee continues to work on strengthening relationships between credit and non-credit sides to coordinate support and identifying and increasing awareness of available services. The Success Center continues to work on providing embedded tutors for all co-requisite classes and provide support to faculty who using these tutors. Counselors have been providing in-class presentations to give students brief overviews of their services offered; and Statistics classes are being paired with Reading 101 classes to provide the students with strategies to read statistical text.

Ms. Lovejoy-Robold concluded Developmental Education Committee will be dissolving after this semester. At their next meeting the committee will discuss incorporating this committee into SEA/ACE Committee.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Hiring Standards – Nicholas Matthews***EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Matthews distributed and reviewed the attached September 17 meeting agenda and minutes. The committee approved a local standard request for Automotive Mechanical Repair as follows: must have current ASE certifications in G1 and A6, AND Any bachelor's degree and two years of professional experience, OR Any associate degree and six years of professional experience. A subcommittee is in the process of developing a CTE equivalency toolkit to develop procedures to allow applicants to better demonstrate equivalency for general education requirements.

**Professional Relations – Lydia Cosio and Clara Ross-Jones***EMP Goal C: Promoting Leadership and Staff Development*

Ms. Clara Ross-Jones stated that students have been encouraged to nominate the outstanding faculty who inspired them during the nomination period from October 14 through November 29, 2019. Ms. Cosio noted the flyer was revamped. The committee has marketing around campus and ask everyone to spread the word.

VIII. STATUS OF SHARED GOVERNANCE**Protected Class Revision – Dr. Valynica Raphael***EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Raphael stated last Spring they were notified the protected class list was not current with state and federal law. There are 15 policies that reference protected list that need to be updated. Human Resources recommended to the Diversity and Equal Employment Opportunity Committee (DEEOAC) to update the annual non-discrimination notice then reference this notice in the policies. The statement would read: “We will not discriminate on the basis of protected classes. Please see non-discrimination notice.” The DEEOAC has approved this strategy and requested feedback from Coordinating Committee.

After much discussion, the Coordinating Committee requested the non-discrimination statement and affected board policies/administrative procedures be brought back for review after they are presented to Faculty Senate.

**Review of Institutional Self-Evaluation Report – Shawna Baskette and Michelle Lewellen***EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda asked the feedback forms be turned so the chairpersons can review then incorporate in the ISER. There was discussion regarding the following standards:

IV.A.2

Dr. Griffin referred to BP 2510 which it states “The Board of Trustees of Cerritos College and the duly appointed administrators of the college will consult collegially with the Faculty Senate when adopting policies and procedures relating to the matters described above. The Board of Trustees will give at least four (4) weeks written notice to the Faculty Senate prior to the adoption, modification or implementation of policies relating to any of the above, including a written statement of the proposed policy.” She feels we do not follow the four weeks’ notice to Faculty Senate. After much discussion, Dr. Fierro requested and Dr. Griffin agreed to find language to rephrase this statement.

I.C.7

Ms. Rosenblatt stated this standard refers to Board Policy 4030 - Academic Freedom which includes the college community (faculty, staff and students). The second paragraph first sentence reads “The policy states that faculty members are expected to demonstrate respect for the opinions of others.” Ms. Rosenblatt feels the word faculty needs to be omitted and since this policy applies to the entire community. Dr. Fierro requested Mr. Miranda to review Title 5 and ACCJC standard to ensure these references align with the policy.

IV.A.3

Dr. Griffin stated this standard read “Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.” She would like to have an open discussion in a future meeting regarding this statement. Dr. Fierro requested Dr. Griffin to send an agenda item to Mrs. Thury.

Dr. Fierro asked the committee to send to Mrs. Thury additional feedback and future discussion items to be agendaized. Mr. Miranda thanked the committee for their review and feedback.

**Administrative Procedure 2745 - Board Self-Evaluation and Goals**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Fierro stated the revisions to this procedure is so that the Board and President's timeline schedule in an effort to develop their goals for the following year and to align these goals with the District's various plans.

Dr. Griffin stated she read the ISER with last year's Board Evaluation which focused on tangible measurable activity type goals; however, she feels it did not meet the accreditation standard. Mr. Miranda stated they are currently working on Standard IV and asked that she send in her feedback. Dr. Griffin stated the procedure reads "The Board of Trustees will determine the instrument and process in the Board self-evaluation." She feels that in order to meet the standard there should be input from the campus community or standard items that should be included. Ms. Rosenblatt echoed Dr. Griffin's comments. Dr. Fierro will review the accreditation standard and will speak with the Board president and officers.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mr. Mellas announced the death of Korean actress Choi Jin-ri (aka Sulli) who committed suicide because of negative comments on social media. This is an international problem. He stated although we have the shelter-in-place drills, awareness campaigns and courses on how to interact with students, perhaps there can be a training to address the negativity of social media. Dr. Perez thanked Mr. Mellas. She agrees that an educational program for students and faculty would be beneficial.

Ms. Hogue thanked the Payroll Staff for getting the classified employees retro checks quickly.

Dr. Flores-Church stated Falcon Day will be held on Friday, November 1 and registration begins at 7:30 a.m.

Ms. Rosenblatt announced that her and Dr. Griffin will be participating in the ASCC Pie in the Face Fundraiser.

Dr. Fierro stated he will also be participating in the ASCC Pie in the Face Fundraiser.

Mr. Miranda stated Homecoming and ASCC Pie in the Face Fundraiser is this Saturday.

X. PRESIDENT'S REPORT

Dr. Fierro stated there is discussion in Sacramento regarding additional resources for basic needs, housing insecurities, faculty hiring, expansion of Cal Grant, ballot measure for additional tax outside Prop 98 and state ballot measure for facilities. There continues to be communication issues with the Consultation Council.

XI. ADJOURNMENT

Meeting adjourned at 3:12 p.m.



**MINUTES - Draft**  
**Outstanding Classified/Confidential Selection Committee Meeting**  
**September 19, 2019**  
**HR Conference Room**  
**10:30 a.m.**

**Welcome New Members:**

Introductions around the room.

**Minutes:**

Toni motioned to approve the minutes for August 15, 2019. Donna seconded the motion.

**October Employee of the Month Voting:**

Anabelle Horton from the Financial Aid Department was selected for October Employee of the Month.

**Around the Table:**

Monica told the committee that there are no current nominations after this meeting. Victoria volunteered to draft a flyer that we can give to departments at department meetings.

Monica will market the recognition award on Daily Falcon.

Adjourned the meeting at 11:00 am



# Dev Ed Committee

**Date:** 1 October 2019  
**Time:** 2:00 PM - 3:30 PM  
**Location:** LC-51

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## **1.0 Approval of Minutes**

### **2.0 Goals for Dev Ed for Fall 2019 (Goals A, B, C, and D)**

- Messaging to Campus on AB 705
- Advertising support for Students?
- Supporting faculty
  - Coffee Talk about AB 705 in the CTX
- Others?

### **3.0 Dev Ed Fall 2019 (Goals A, B, D, and F)**

- ACE transition

### **4.0 CoReq Updates (Goals A, B, C, and D)**

- Support Sheet

### **5.0 Accreditation (ISER) Feedback (Goals B and D)**

- Review and provide feedback on specific sections of the ISER document

### **6.0 Items from the floor**

Next Meeting: 15 October 2019, 2:00-3:30 PM, LC-51



Name	9/17	10/1											
Yvette Tafoya – ACCME	P	P											
April Griffin – Faculty Senate Rep At-Large	A	A											
Katy Lopez –Program Facilitator	P	P											

Also in attendance:

The meeting was called to order at 2:07

Topic	Notes
1.0 Approval of Minutes	<p>Motion to approve: Lynn <span style="float: right;">Second: Martha</span></p> <p>All in favor: ALL <span style="float: right;">No: NONE</span> <span style="float: right;">Abstain:</span> Joann and Yvette.</p>
2.0 Goals for Dev Ed for Fall 2019	<ul style="list-style-type: none"> <li>• Messaging to Campus on AB 705: <ul style="list-style-type: none"> <li>• Consistent message.</li> <li>• Bring flyer back (offering stipends for part time faculty)</li> </ul> </li> <li>• Advertising support for Students? <ul style="list-style-type: none"> <li>• Reaching out to staff to support and understand the new generation of incoming college students.</li> <li>• Provide alternatives for students if their professor cannot help.</li> <li>• Help students deal with their frustrations in a positive way.</li> <li>• Designate people (mentors) in each discipline.</li> <li>• Math Department Shared: <ul style="list-style-type: none"> <li>• Frustrations over students type of questions.</li> <li>• Honor questions from students, even if they are “basic”.</li> </ul> </li> </ul> </li> <li>• Supporting faculty <ul style="list-style-type: none"> <li>• Coffee Talk about AB 705 in the CTX (removing AB 705) <ul style="list-style-type: none"> <li>• Replacing AB 705 with possible subjects like; “Student Engagement”, “Faculty well-being”</li> </ul> </li> <li>• Advertising ideas: <ul style="list-style-type: none"> <li>• Presenting in a fun way (memes).</li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Campus Connection</li> <li>• Freebies</li> <li>• Open to ALL faculty.</li> <li>• Purpose is to talk about challenges and issues.</li> <li>• Focused on figuring out problems and creating solutions. <ul style="list-style-type: none"> <li>• Reached out to Manuel to be a Facilitator.</li> </ul> </li> <li>• There is a big need for emotional and overall support for faculty.</li> <li>• Figuring out possible resources for “Faculty Well-Being”</li> <li>• A place where faculty can meet together and share ideas.</li> <li>• Others?</li> <li>• Advertise by campus connection, Faculty Senate, send out by email through Divisions and Departments</li> </ul>
<p><b>3.0 Dev Ed Fall 2019 (Goals A, B, D, and F)</b></p>	<ul style="list-style-type: none"> <li>• ACE transition: <ul style="list-style-type: none"> <li>• Yvette Update <ul style="list-style-type: none"> <li>• What the structure looks like and how closely connected to Guided Pathways.</li> </ul> </li> <li>• Does ACE need to be somewhat structured like Guided Pathway.</li> <li>• Count to recognize what the Dev-Ed committee has worked on while transitioning, so hard work does not get lost.</li> </ul> </li> </ul>
<p><b>4.0 Dev-Ed CoReq Updates (Goals A, B, C, and D)</b></p>	<ul style="list-style-type: none"> <li>• Support Sheet <ul style="list-style-type: none"> <li>• Will be talked about next meeting.</li> </ul> </li> </ul>

Topic	Notes
<b>5.0 Accreditation (ISER) Feedback (Goals B and D)</b>	<ul style="list-style-type: none"> <li>• (Review and provide feedback on specific sections of the ISER document)</li> <li>• Document will be sent out to provide feedback.</li> </ul>
<b>6.0 Items from the floor</b>	<ul style="list-style-type: none"> <li>• College Reads <ul style="list-style-type: none"> <li>• New book, “The Distance Between Us”, will provide free copy if requested.</li> <li>• Open to everyone.</li> </ul> </li> </ul>

**The meeting adjourned at 3:30**

**Next Meeting:** 15 October 2019, 2:00-3:30 PM, LC-51



# Dev Ed Committee

**Date:** 15 October 2019  
**Time:** 2:00 PM - 3:30 PM  
**Location:** LC-51

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## **1.0 Approval of Minutes**

## **2.0 Announcements (Goals C and D)**

- CAP Statewide Conference in Sacramento, 02/27 – 02/29/2020
- PPIC Webinar

## **3.0 Goals for Dev Ed for Fall 2019 (Goals A, B, C, and D)**

- Messaging to Campus on AB 705
- Supporting faculty
  - “Whine and Cheese about AB 705” starting this Friday from 12:30 – 2 PM in the CTX Conference room. Snacks provided.

## **4.0 Accreditation (ISER) Feedback (Goals B and D)**

- Review and provide feedback on specific sections of the ISER document

## **5.0 CoReq Updates (Goals A, B, C, and D)**

- Support Sheet

## **6.0 Items from the floor**

Next Meeting: 5 November 2019, 2:00-3:30 PM, LC-51



Name	9/17	10/1											
Yvette Tafoya – ACCME	P	P											
April Griffin – Faculty Senate Rep At-Large	A	A											
Katy Lopez – Program Facilitator	P	P											

Also in attendance:

The meeting was called to order at 2:07

Topic	Notes
1.0 Approval of Minutes	<p>Motion to approve: Lynn <span style="float: right;">Second: Martha</span></p> <p>All in favor: ALL <span style="float: right;">No: NONE</span> <span style="float: right;">Abstain:</span> Joann and Yvette.</p>
2.0 Goals for Dev Ed for Fall 2019	<ul style="list-style-type: none"> <li>• Messaging to Campus on AB 705: <ul style="list-style-type: none"> <li>• Consistent message.</li> <li>• Bring flyer back (offering stipends for part time faculty)</li> </ul> </li> <li>• Advertising support for Students? <ul style="list-style-type: none"> <li>• Reaching out to staff to support and understand the new generation of incoming college students.</li> <li>• Provide alternatives for students if their professor cannot help.</li> <li>• Help students deal with their frustrations in a positive way.</li> <li>• Designate people (mentors) in each discipline.</li> <li>• Math Department Shared: <ul style="list-style-type: none"> <li>• Frustrations over students type of questions.</li> <li>• Honor questions from students, even if they are “basic”.</li> </ul> </li> </ul> </li> <li>• Supporting faculty <ul style="list-style-type: none"> <li>• Coffee Talk about AB 705 in the CTX (removing AB 705) <ul style="list-style-type: none"> <li>• Replacing AB 705 with possible subjects like; “Student Engagement”, “Faculty well-being”</li> </ul> </li> <li>• Advertising ideas: <ul style="list-style-type: none"> <li>• Presenting in a fun way (memes).</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Campus Connection</li> <li>• Freebies</li> <li>• Open to ALL faculty.</li> <li>• Purpose is to talk about challenges and issues.</li> <li>• Focused on figuring out problems and creating solutions. <ul style="list-style-type: none"> <li>• Reached out to Manuel to be a Facilitator.</li> </ul> </li> <li>• There is a big need for emotional and overall support for faculty.</li> <li>• Figuring out possible resources for “Faculty Well-Being”</li> <li>• A place where faculty can meet together and share ideas.</li> <li>• Others?</li> <li>• Advertise by campus connection, Faculty Senate, send out by email through Divisions and Departments</li> </ul>
<p><b>3.0 Dev Ed Fall 2019 (Goals A, B, D, and F)</b></p>	<ul style="list-style-type: none"> <li>• ACE transition: <ul style="list-style-type: none"> <li>• Yvette Update <ul style="list-style-type: none"> <li>• What the structure looks like and how closely connected to Guided Pathways.</li> </ul> </li> <li>• Does ACE need to be somewhat structured like Guided Pathway.</li> <li>• Count to recognize what the Dev-Ed committee has worked on while transitioning, so hard work does not get lost.</li> </ul> </li> </ul>
<p><b>4.0 Dev-Ed CoReq Updates (Goals A, B, C, and D)</b></p>	<ul style="list-style-type: none"> <li>• Support Sheet <ul style="list-style-type: none"> <li>• Will be talked about next meeting.</li> </ul> </li> </ul>

Topic	Notes
<b>5.0 Accreditation (ISER) Feedback (Goals B and D)</b>	<ul style="list-style-type: none"> <li>• (Review and provide feedback on specific sections of the ISER document)</li> <li>• Document will be sent out to provide feedback.</li> </ul>
<b>6.0 Items from the floor</b>	<ul style="list-style-type: none"> <li>• College Reads <ul style="list-style-type: none"> <li>• New book, “The Distance Between Us”, will provide free copy if requested.</li> <li>• Open to everyone.</li> </ul> </li> </ul>

**The meeting adjourned at 3:30**

**Next Meeting:** 15 October 2019, 2:00-3:30 PM, LC-51

Coordinating Committee 28 October 2019

# Developmental Education Update

## Supporting Faculty

- ▶ “Whine and Cheese about AB 705”
  - Faculty, managers, staff able to share challenges, develop strategies, and store on Canvas for others to access
  - Held most remaining Fridays in CTX
  - Make Canvas page accessible to staff
- CoReq Online Modules
  - Nine hour online workshops for English faculty teaching CoReqs
  - Includes equity component with extensive materials
- Professional Development for Math
  - Community of Practice – include affective domain, just-in-time remediation, individuation for transfer level classes – 112, 114, 140
  - Share best practices and activities



# Support for CoReqs

Department/Area	Support/Action	Tasks	Challenges	Notes	Pilot and Implementation
<b>Success Center</b>  People: Clara, Media Services, Lynn, Martha, Gabby, Anna, Susan, Michelle, and Kaitlin	1. Embedded tutors  <b>High Priority</b>	- Present outreach at Division meetings.  - Advertising to department and division before request sent out  - Online modules for faculty training  - Develop Questions for pre/post thoughts on embedded tutoring for students and faculty.  - Technology - embedded tutors for hybrid and online classes, cranium cafe, tutors have access to Canvas, Smart Thinking use, virtual tutoring  - Child care for students who need tutoring (do a	- Faculty who don't want an embedded tutor  - Finding people, hiring process, funding, training, scheduling  - Misunderstanding of the purpose of an embedded tutor  - Training for faculty  - Finding space for post class meeting  - Embedded tutor faces challenge when engaging with students from Online-Hybrid courses  - Identifying classes in Schedules+ and adding that note	- Building support and faculty  - Stipends for tutors and faculty  - Bring to Senate  - Survey faculty who haven't participated and find out why they haven't  - Most colleges leaning towards embedded tutoring.  - Pamphlets and brochures at CTX.  - Requests go out in October	Deadline: fall 2019 and ongoing

Department/Area	Support/Action	Tasks	Challenges	Notes	Pilot and Implementation
<b>Counseling</b>  People: Clara, Raquel, Stephanie.	1. Working with at risk-students and connecting them to resources and other methods of instruction.	- Virtual Counseling.  - Classroom visits email went out 09/17.  - Connect Counseling with Success Center.  - Meeting with students before they drop		- Resource referral  - No Ed Plans in classrooms.  - Develop communication with students early on.  - Brochures to hand out at reach outs.	
	2. Wrap around support for students in <b>CoReqs</b> Sd	- inform all different types of support available  - inform students of impact - e.g. financial aid  - discussions with students before they drop			

# Math

## Statistics class paired with Reading 101

- READ 101 – “This course focuses on providing students with powerful success strategies and tools for college completion and career success. These skills include applying reading and learning strategies, using time management techniques, determining and setting goals, employing effective study-reading strategies, utilizing listening and note-taking skills, preparing for and taking tests, using memory techniques, and developing information literacy. Students will learn and apply scientifically grounded and practical tips and tools to build emotional intelligence, identify learning preferences, and apply brain-compatible study habits. Transfer Credit: CSU”
- 50 Sections of 112 , 23 Sections of 112+5 (fall 2019)
  - 26 Sections of 112, 0 sections of 112+5 (spring 2019)
- 26 Sections of 114, 7 Sections of 114+5 (fall 2019)
  - 19 Sections of 114, 0 Sections of 114+5 (spring 2019)

## Dissolving Dev Ed

- This is the last semester of Dev Ed
- Meeting about next semester and incorporation into SEA/ACE



# Cerritos College

## Hiring Standards Committee Agenda September 17, 2019 – 11:00am – BE 118

1. Welcome and introductions
  - a. New HSC members:
    - i. Audra Graziano (Fine Arts substitute for James MacDevitt)
    - ii. Frank Mixson (ACCME)
    - iii. Rosario Rubio (CSEA)
  
2. Approval of 11/20/2018 meeting minutes and equivalency decisions summary
  
3. Local standards request: automotive mechanical repair (*EMP Goal B: Ensuring program alignment by strengthening partnerships*)
  - a. Joe Mulleary, department chair, will present the local standards request
    - i. Current standard: any bachelor's degree + 2 years experience or any associate's degree + 6 years experience
    - ii. Proposed standard: "Must maintain current ASE certifications in G1, A6, and specific areas taught."
  - b. Review/amend/vote on proposed standard
  
4. CTE equivalency toolkit (*EMP Goals B and F: ensuring program alignment by strengthening partnerships & enhancing organizational effectiveness*)
  - a. Faculty Senate: we **can** offer equivalency for non-master's disciplines
  - b. Review state CTE toolkit
  - c. Action item: develop clearer equivalency procedures for evaluating non-master's disciplines to allow applicants to demonstrate equivalency to individual A.A. requirements
    - i. CTE subcommittee?
  
5. Items from the floor

### Summary record of equivalency decisions since last meeting

Date received	Position/Discipline	Disposition	Decision date
August 29, 2019	Athletics	Deny (3-10)	September 5, 2019
March 29, 2019	Physical Education	Approve (11-0)	April 1, 2019
February 28, 2019	Psychology	Deny (0-11)	March 3, 2019
February 14, 2019	Philosophy (six applicants)	Deny (0-11) six applicants	February 19, 2019
February 14, 2019	Philosophy	Approve (11-0)	February 19, 2019
February 14, 2019	Philosophy	Approve (9-3)	February 21, 2019
January 4, 2019	Film Studies	Deny (5-9)	January 7, 2019



# Cerritos College

## Hiring Standards Committee Minutes September 17, 2019 – 11:00am – BE 118

Committee Member	Division/Area	Present
Artiaga, Benny	HPEA	No
Budarin, Dmitri	SEM	Yes
Caminiti, Carol	Health Occupations	Yes
Casillas, Rocio	Counseling	Yes
Fernandez, Walter	HUM/SS/BE	Yes
Graziano, Audra	Fine Arts	Yes
Livingston, Bob	BE/HUM/SS	No
Micic, Mickey	Technology	Yes
Mixson, Frank	ACCME	No
Moore, Deb	Library	No
Page, Elizabeth	Student Services	Yes
Robbins-Smith, Patricia	ACCME	Yes
Rubio, Rosario	CSEA	Yes
Yorke, Carla	ACCME	No
Matthews, Nicholas	Liberal Arts (Chair)	Yes
Student representative	Vacant	N/A
Buvinger, Nancy	Human Resources (nonvoting)	Yes

1. Welcome and introductions

**The committee welcomed new HSC members Audra and Rosario, and Frank.**

2. Approval of 11/20/2018 meeting minutes and equivalency decisions summary

Date received	Position/Discipline	Disposition	Decision date
August 29, 2019	Athletics	Deny (3-10)	September 5, 2019
March 29, 2019	Physical Education	Approve (11-0)	April 1, 2019
February 28, 2019	Psychology	Deny (0-11)	March 3, 2019
February 14, 2019	Philosophy (six applicants)	Deny (0-11) six applicants	February 19, 2019
February 14, 2019	Philosophy	Approve (11-0)	February 19, 2019
February 14, 2019	Philosophy	Approve (9-3)	February 21, 2019
January 4, 2019	Film Studies	Deny (5-9)	January 7, 2019

**Minutes and decision record were approved (3-0-5).**

3. Local standards request: automotive mechanical repair (*EMP Goal B: Ensuring program alignment by strengthening partnerships*)

**Board of Trustees**

**1 AP 2745 BOARD SELF-EVALUATION AND GOALS**

**2 References:**

3 Accreditation Standards IV.B.1.e and g

4 The Board of Trustees will determine the instrument and process to be used in the Board  
5 self-evaluation. Any evaluation instrument will incorporate criteria contained in Board  
6 Policies regarding Board operations, as well as criteria defining Board effectiveness  
7 promulgated by recognized practitioners in the field. The evaluation instrument shall also  
8 assess the Board's performance in achieving its annual goals.

9 The following process shall occur on an annual basis by the Board of Trustees:

10 Prior to the ~~first board meeting in April~~ second meeting in June, each member of the Board  
11 of Trustees will complete the self-evaluation instrument and submit responses to the  
12 Executive Assistant to the President/Superintendent.

13 A summary of the evaluations will be presented and discussed as an information item at  
14 a Board meeting by ~~no later than the second board meeting in April~~ the board meeting in  
15 July. As with all board agenda items, members of the public have an opportunity to  
16 comment on the Board's self-evaluation via public comment during the Board meeting.  
17 The results of the self-evaluation will be used to assess performance, identify  
18 accomplishments in the past year and set goals for the following year.

19 ~~At the aforementioned meeting, the Board of Trustees shall also establish a Board~~  
20 ~~advisory committee which will utilize the results of the self-evaluation to prepare Board~~  
21 ~~goals for the following year.~~

22 The Board goals ~~as proposed by the advisory committee~~ shall be presented to the entire  
23 Board of Trustees for discussion and consideration ~~at the first meeting in May~~ at meetings  
24 in July and September.

25 The Board goals shall be approved by no later than ~~the end of May~~ September of each  
26 year.

27 Office of Primary Responsibility: President/Superintendent

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**Date Approved: November 12, 2014**

**Board Reviewed: October 17, 2018**

Joe Mulleary, department chair, presented the local standards request: “must maintain current ASE certifications in G1, A6, and specific areas taught.” The rationale is instructors must possess these certifications to fulfill a requirement of ASE accreditation. Three amendments were proposed:

- Patricia suggested removing “specific areas taught” as instructors do not know what areas they will be assigned to at the time of hire
- April Griffin suggested replacing the word “maintain” with “have” as MQs are assessed only at the time of hire, never afterwards
- Nicholas and Walter pointed out that the existing state MQs (bachelor’s + 2 years experience or associate’s + 6 years) could be added to the proposal to ensure the local standard is not less rigorous than the state MQs

The amendments were approved (9-0), resulting in the following language:

- Must have current ASE certifications in G1 and A6, AND
- Any bachelor’s degree and two years of professional experience, OR
- Any associate degree and six years of professional experience.

The amended proposal was approved 9-0 and will be sent to faculty senate.

4. CTE equivalency toolkit (*EMP Goals B and F: Ensuring program alignment by strengthening partnerships & enhancing organizational effectiveness*)

Nicholas presented the state CTE working group’s recommendations to develop more effective equivalency procedures for CTE disciplines and other non-master’s degree disciplines. CTE disciplines have difficulty hiring qualified faculty due to many applicants not possessing an A.A. despite having considerable industry expertise and experience. The state working group recommends developing procedures to allow applicants to better demonstrate equivalency to general education requirements. The HSC discussion included:

- Rosario asked if CTE departments can hire applicants who are shy of equivalency—this is not possible, but April mentioned Chad Green and CTX are working to increase faculty internship opportunities.
- Patricia encouraged the committee to proceed cautiously as disciplines are not “one size fits all”
- Walter asked if the CTE MQs could simply be changed at the state level. April explained the statewide process for discipline review—it is incumbent on faculty in the discipline to push for statewide changes.
- Mickey supported changes to boost CTE hiring and mentioned CLEP exams as a possible route to equivalency. April added that the state does not recommend allowing high school coursework to count towards GEs.

Liz moved to create a CTE subcommittee to develop new equivalency procedures. Mickey seconded. The creation of the subcommittee was approved (6-0-3). Liz, Mickey, Nancy, and April volunteered to serve on the subcommittee, along with Nicholas who provide guidance.

5. Items from the floor

None presented.