

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
November 25, 2019

<p>PRESENT: Dr. Jose Fierro Dr. Adriana Flores-Church Felipe Lopez Rick Miranda Dr. Dilcie Perez Dr. April Griffin Liz Page Stephanie Rosenblatt Kathy Hogue Kim Applebury Danylle Williams-Manser Cheryl Thury</p>	<p>ABSENT: Dr. Patricia Robbins-Smith Dean Mellas Kimberly Sayo</p>
	<p>GUESTS: Dr. Elizabeth Miller Chad Greene Dr. Sunday Obazuaye Dr. Frank Mixson Berto Solis</p>

**I. MEETING CALLED TO ORDER**

Dr. Fierro 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**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Jay Moore	Interim Director of Physical Plant and Construction Services	November 12
Ikha Siddiqah	Instructional Laboratory Technician III (Biology)	November 18

<b>Employment Opportunities</b>	<b>Closing Dates</b>
Captain of Campus Police	November 30
Custodian	December 2

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

**IV. APPROVAL OF MINUTES – October 28, 2019**

The minutes were not available and this item was pulled from the agenda.

**V. BOARD AGENDA – None**

**VI. ITEMS FROM INSTITUTIONAL COMMITTEES**

**Student Equity – Rick Miranda and Dr. Dilcie Perez**

*EMP Goal A: Strengthening the Culture of Completion*

Mr. Miranda and Dr. Perez distributed the attached October 9 meeting minutes. Dr. Perez thanked Mr. Solis for his hard work and efforts in providing data to the committee that they can trust.

The first annual Equity Retreat was held in March 2019 with over fifty staff members in attendance. During the retreat identified the obstacles and challenges in student equity and closing the achievement gaps. The outcome of the retreat was instrumental in developing the Student Equity Plan. Dr. Perez acknowledged and commended the work of the subcommittee who met on a weekly basis to review the data, look at the matrix and set goals to exceed the standards set by the Chancellor's Office. Mr. Miranda stated the Equity Plan dovetails with the Vision for Success the stretch goals are also aligned.

Dr. Perez stated that she and Mr. Solis attended the SEA Program Annual Report Training. The equity-related activities will be included the Student Equity Plan that is due in January 2020. In this [plan](#), specific DI groups have been identified. There are five goals; however, the patterns and trends need to be identified.

Mr. Solis provided an overview of equity group disaggregations, in the attached presentation. The equity metrics include access, retention, completion, transfer, and awards. Some interesting points included:

- The highest number of DI groups appeared for the transfer metric
- There are 76 DI groups overall; with 39 female and 37 male
- Asian and LGBT DI groups were mentioned 9 out of 10 times
- Females show up in all metrics and DI groups

Dr. Perez stated the numbers provided in the presentation indicate what is needed to close the achievement gap.

#### **Student Life – Dr. Elizabeth Miller**

##### *EMP Goal A: Strengthening the Culture of Completion*

Dr. Miller discussed and requested a stance of support to include a Land Acknowledgement statement during the Commencement ceremony. The practice of the acknowledgement is a formal statement paying tribute to the original inhabitants of the land on which an event takes place, recognizing the unique and enduring relationship between the original inhabitants and their territories. Acknowledgements are not new to many universities and colleges, but it is new for Cerritos. The request was initiated by the college's American Indian Alaska Native Advisory Group (AIAN), comprised of employees and community service partners who support the AIAN population. Additional information about the Tongva peoples would also be included in the Commencement booklet.

Dr. Griffin motioned to support adding a land acknowledgement to the Tongva peoples to the Commencement script and Ms. Hogue seconded the motion. The vote for approval was unanimous.

#### **VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**

##### **Department Chairs – Dr. April Griffin on behalf of Dr. Ni Bueno and Dr. Amy Holzgang**

##### *EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Griffin reported that the committee met on October 31 to review presentations and updates for Guided Pathways, CC My Path, Learning Career Pathways, eLumen, and math proficiency.

**Faculty Professional Development – Chad Greene**  
*EMP Goal C: Promoting Leadership and Staff Development*

Mr. Greene distributed and reviewed the attached September 10, October 8, and November 12 meeting minutes. He reported since July, there have been 102 activities approved for flex credit which represent 173 hours. New Faculty Orientation Program was revamped and reduced the number of hours of training from 48 to 25. In order to maximize the time with new faculty, a survey was conducted prior to orientation to determine what to discuss. A positive evaluation of this year's orientation was received. The Teaching Assistant Program has been underutilized on campus. The committee is collaborating with staff in Human Resources and Student Success to strengthen and reconfigure the program. It will be relaunched in the Spring 2020.

**Instructional Program Review – Dr. Sunday Obazuaye**  
*EMP Goal C: Promoting Leadership and Staff Development*

Dr. Obazuaye distributed and reviewed the attached update on the committee activities. The committee began the program review cycle and has nine programs scheduled for review; Women's and Gender Studies, Philosophy, Pharmacy Technology, Kinesiology, Anthropology, Library Instruction and Resources, English as a Second Language and Woodworking Manufacturing Technology. Visitation dates have been scheduled and lead liaisons have been appointed for each program. As carryover from 2018-2019 academic year, this semester the following Engineering Design Technology and Mathematics were reviewed. The committee also developed a review schedule for the 2020-21 academic year, and has assigned committee members for each program. A training was conducted. Only six out of 11 programs were represented. In addition, representatives from the Business Education Division and ASCC is needed. Dr. Obazuaye concluded by stating availability and access to data needed for the program reviews has been challenging.

**VIII. STATUS OF SHARED GOVERNANCE – INFORMATION ITEMS****Mission, Vision and Value Statements – Rick Miranda, Dr. Frank Mixson, Berto Solis**  
*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Solis and Dr. Mixson reviewed the attached PowerPoint presentation regarding the college's mission, vision, and value statements. They described the process by which they reviewed the mission, vision and value statements and provided draft statements of all. The committee reviewed all the information and provided feedback. If the committee has further feedback, please contact Mr. Miranda.

Dr. Mixson gave kudos to Mr. Solis for creating an outstanding dashboard which will provide accurate data for campus reports. Dr. Fierro echoed Dr. Mixson's comments.

**Administrative Procedure 2431 – President/Superintendent Selection**  
*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Fierro stated this is a new procedure. The committee reviewed the procedure and raised questions about the number and proportionality of committee members and role of the executive search firm. After much discussion, Dr. Fierro suggested the composition of the last selection process brought back to committee to review.

**Pending Human Resources Board Policies and Administrative Procedures**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Flores-Church stated she is working with Liebert Cassidy Whitmore to review, revise and update the pending Human Resources board policies and administrative procedures. These policies and procedures will be brought back to the committee in January 2020 for review and feedback.

**IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

Ms. Williams-Manser reported 53 high school students from Compton High School CNA program visited our campus. They toured the Skills Lab, listened to Nursing and Project HOPE presentations and played JINGO (which is hybrid of Jeopardy and Bingo). The enjoyed their experience and the school is looking into bringing other groups to visit.

Ms. Hogue stated the Career Technical Education Office has been receiving more requests for our college to visit the high school campuses.

**X. PRESIDENT'S REPORT**

Dr. Fierro announced the Holiday Reception is on Thursday, December 5 beginning at 3:30 p.m. until 5 p.m. in the Student Center.

**XI. ADJOURNMENT**

Meeting adjourned at 2:55 p.m.

**Cerritos College**  
**Student Equity Committee Minutes**  
**Wednesday, October 9, 2019**  
**3:00 – 4:30 p.m.**  
**Board Room**

Present:	Lydia Alvarez (Sartin) Alva Acosta Kim Applebury Kristine Aslanyan (Fisher) Dr. Adriana Flores Church Dr. Steven La Vigne Terrie Lopez Brittany Lundeen Juan Mercado (Tafoya) Dr. Frank Mixson Vanessa Morrow Dr. Dilcie Perez Niki Lovejoy Robold Norma Rodriguez Dr. Stephanie Rodriguez Berto Solis Graciela Vasquez Dr. Lynn Wang (Griffin) Francisco Zaragoza	Absent:	ASCC Representative Faculty Senate Representative Rafael Amparano Damon Cagnolatti Ali Delawalla Amber Dofner Dr. Chelena Fisher Dr. Shelia Hill Rick Miranda Dr. Valyncia Raphael Yvette Tafoya Danylle Williams-Manser Dara Worrell
		Guest(s):	Dr. Elizabeth Miller Michelle Rodriguez Kaitlin Scott

**I. Approval of Minutes – September 11, 2019**

Ms. Lovejoy Robold motioned to approve the September 11 minutes and Ms. Lopez seconded the motion. The vote to approve the minutes was unanimous. Ms. Rodriguez abstained, and Mr. Mercado, Ms. Acosta, and Ms. Vasquez were not present for the vote.

**II. ISER Feedback**

Dr. Perez stated that various campus groups and committees are being asked to review specific sections relative to their purposes and goals. The Student Equity Committee has been asked to review seven sections; Dr. Perez asked the members for their feedback.

The committee reached consensus to assign volunteers to review each section and submit the feedback form to Ms. Mun by Thursday, October 24. The following members volunteered:

- |                      |                                     |
|----------------------|-------------------------------------|
| 1. Standard I.B.1    | Ms. Lopez and Mr. Zaragoza          |
| 2. Standard I.B.4    | Ms. Lovejoy Robold and Dr. La Vigne |
| 3. Standard I.B.6    | Dr. Wang and Ms. Rodriguez          |
| 4. Standard II.A.7   | Dr. Flores-Church and Ms. Alvarez   |
| 5. Standard II.A.16  | Ms. Acosta and Dr. Perez            |
| 6. Standard II.C.3   | Dr. Mixson and Mr. Solis            |
| 7. Standard III.D.14 | Ms. Morrow and Mr. Miranda          |

### III. SEA Program Update and Data Review

Dr. Perez stated that she and Mr. Solis attended the October 3 SEA Program Annual Report Training in Long Beach. Many colleges are also discussing merging committees to align with the SEA Program, and we will continue those conversations this semester and into Spring 2020. An update for the Student Equity Plan is due in January 2020. The update requires us to describe what we plan to do for 3-5 specific DI groups identified in our plan. The report is not asking us what we have accomplished. There will be meetings with different groups to discuss specific activities and identify deliverables that will help close achievement gaps.

Dr. Perez stated that interesting data was shared, and that it is difficult to ask ourselves how to know which DI groups have the greatest needs. In order to do this, we need to identify patterns and themes. Mr. Solis found data points to share with the committee, and provided an overview of equity group disaggregations, as attached. He reminded the committee that the equity metrics include access, retention, completion, transfer, and awards. Some interesting points included:

- The highest number of DI groups appeared for the transfer metric
- There are 76 DI groups overall; with 39 female and 37 male
- Asian and LGBT DI groups were mentioned 9 out of 10 times
- Females show up in all metrics and DI groups

Dr. Perez and Mr. Solis stated that the Chancellor's Office provided a list, and requires colleges to select up to 10 categories that most closely align with their SEA program funded activities and efforts. We will be asked to report on these categories at a later date.

After much discussion, the committee selected the following categories:

1. Administrative
2. Orientation/Welcome Activities
3. Outreach to K-12 and Community Partners
4. Pedagogical Tools
5. Peer Mentoring
6. Professional Development
7. Research Efforts
8. Tutoring
9. Other – Student Equity Programming

### IV. Success Center Tutoring

Ms. Rodriguez, Success Center specialist, and Ms. Scott, Success Center instructional specialist, stated that the center offers embedded tutoring, walk-in tutoring, and more. Dr.

Perez stated that she would like to continue conversations with Ms. Rodriguez, Ms. Scott, and Shawna Baskette, and requested a formal presentation for a future meeting to gather input to help specify equity-related activities and target DI groups to close achievement gaps.

V. Land Acknowledgement Statement

Dr. Miller discussed and requested a stance of support to include a Land Acknowledgement statement during the Commencement ceremony. The practice of the acknowledgement is a formal statement paying tribute to the original inhabitants of the land on which an event takes place, recognizing the unique and enduring relationship between the original inhabitants and their territories. Acknowledgements are not new to many universities and colleges, but it is new for Cerritos. The request was initiated by the college's American Indian Alaska Native Advisory Group (AIAN), comprised of employees and community service partners who support the AIAN population, one of our DI groups. Additional information about the Tongva peoples would also be included in the Commencement booklet.

Ms. Lovejoy Robold motioned to support adding a land acknowledgement to the Tongva peoples to the Commencement script and Dr. La Vigne seconded the motion. The vote for approval was unanimous.

VI. Professional Development Plan

This item was postponed to the November 13 meeting due to time constraints.

VII. Member Reports and Announcements

Reports:

- Chief Gallivan and Judi Holmes facilitated a focus group meeting with DSPS students to discuss safety, and all that is related to emergency situations and persons with disabilities. The feedback will be shared with the consultant who will be assessing our safety protocols.
- The SRT will be fully online within the next month so that students do not have to physically visit the campus. The SRT will be housed behind myCerritos.
- The October 8 webinar of the new PPIC Report on AB 705 reforms was equity-minded. An agenda item to discuss the report, which ties student equity with AB 705, will be scheduled for a future meeting.
- The recent transfer conference featured a series of workshops with representatives from several universities, and positive feedback was received. Students who wish to transfer next year must apply now, and the Transfer Center is offering many hands-on workshops.
- Counselors have been visiting classrooms each weekday to meet with students in Liberal Arts. More than 100 students attended the welcome event.
- The Developmental Education committee is sponsoring a series of workshops for faculty impacted by AB 705.

Announcements:

- October 11: Men of Color Conference at El Camino College
- October 12: Cerritos College Adult Education Department Fifth Annual Men's Conference
- October 12: Norwalk Community Coordinating Council Flapjack Fundraiser for Veterans at Applebee's
- October 14-18: [Undocumented Action Week](#)
- October 25: Practical Pedagogy: Being an Effective Autism Ally
- November 6: EOPS 50<sup>th</sup> Year Celebration
- November 18-22: International Education Week

# Equity Group Disaggregations

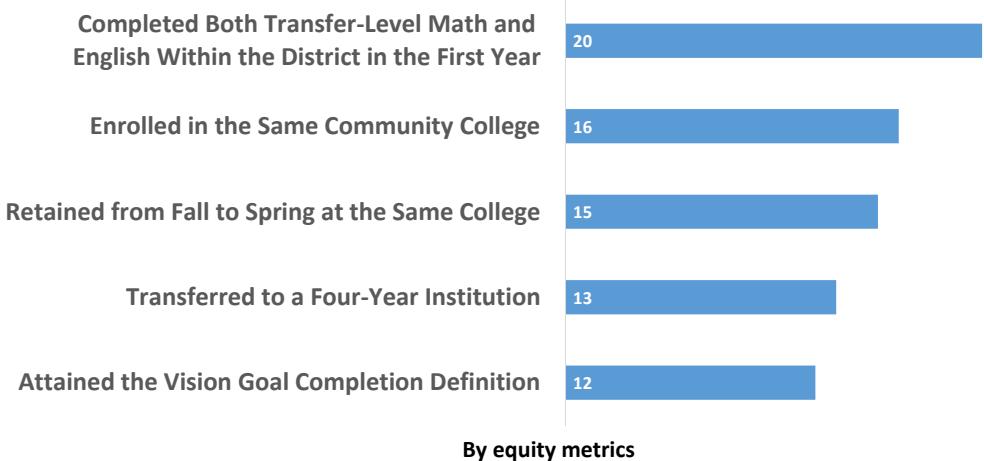
Student Equity Committee

10/9/19

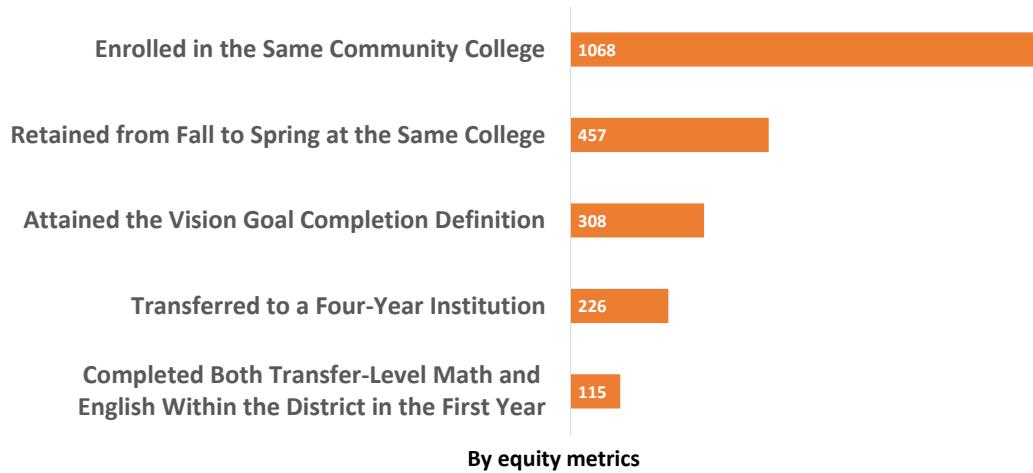
## Equity Metrics

- 1. Access:** Successful enrollment at the same college
- 2. Retention:** Fall to Spring
- 3. Completion:** Transfer-level Math and English
- 4. Transfer:** to a 4-year institution
- 5. Awards:** Attaining the Vision Goal Completion Definition

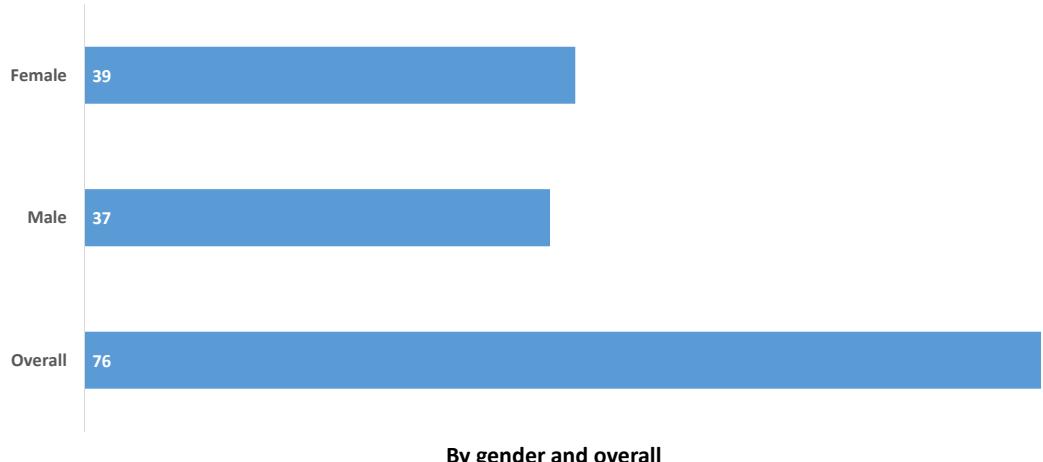
## Count of disproportionately impacted (DI) groups in Student Equity Plan



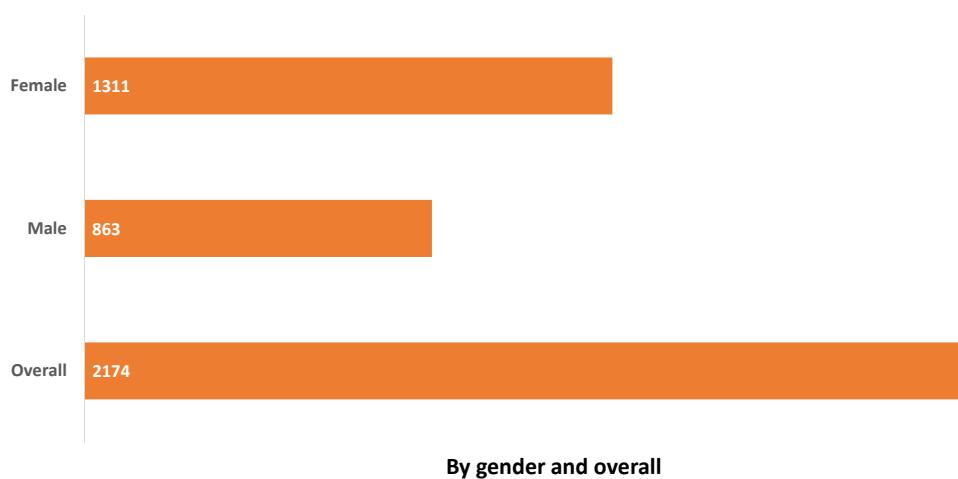
## Magnitude of DI groups in Student Equity Plan (gap in terms of students, may be duplicated)



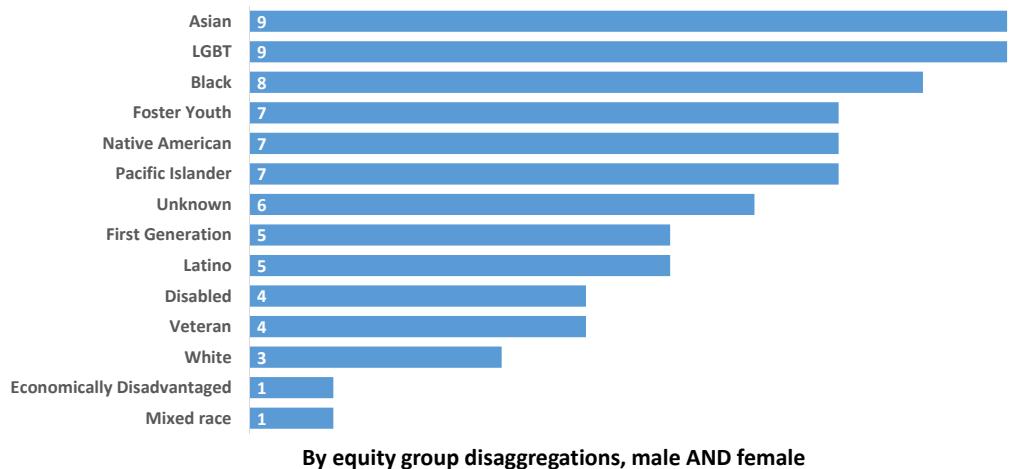
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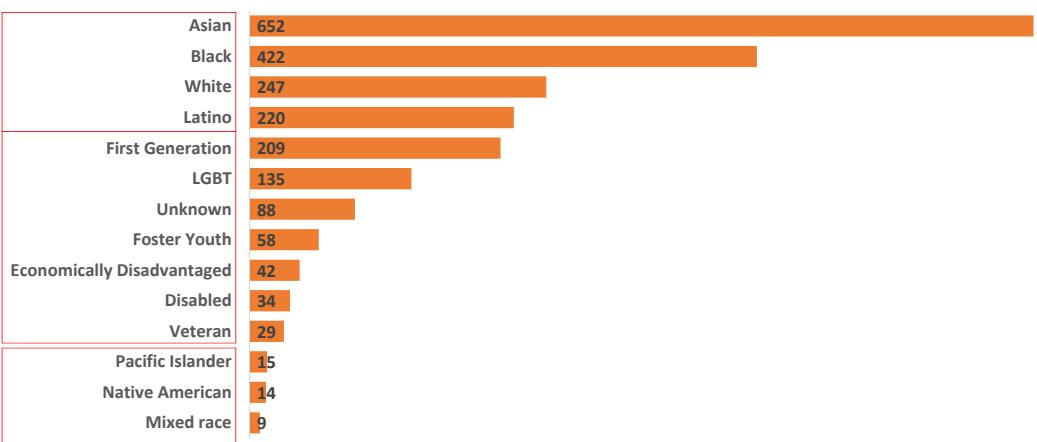
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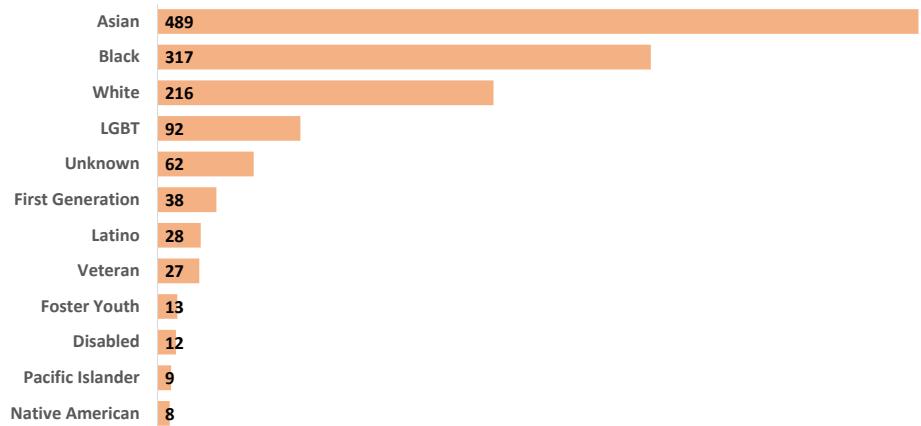
## Magnitude of DI groups in Student Equity Plan (gap in terms of students, may be duplicated)



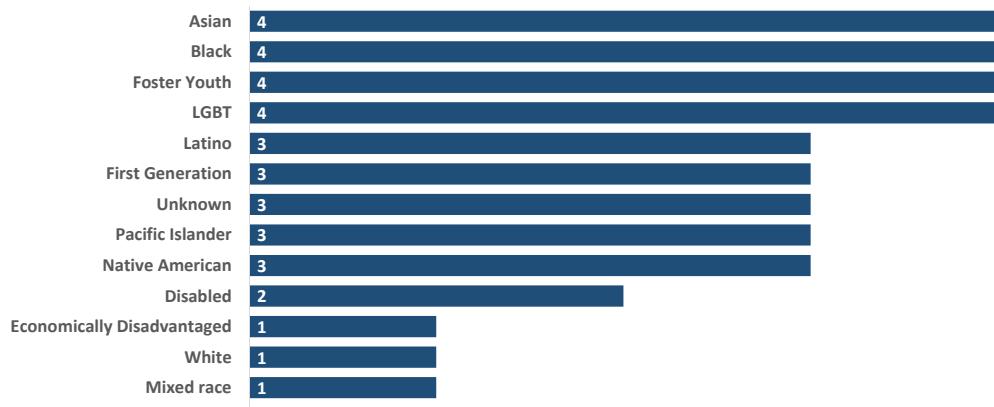
## Count of disproportionately impacted (DI) groups in Student Equity Plan, [female only](#)



## Magnitude of DI groups in Student Equity Plan (gap in terms of students, may be duplicated), [female only](#)

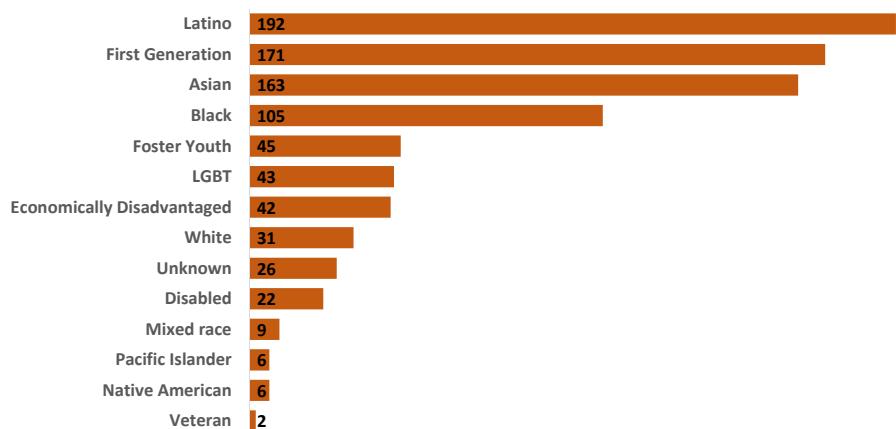


## Count of disproportionately impacted (DI) groups in Student Equity Plan, male only



By equity group disaggregations, male only

## Magnitude of DI groups in Student Equity Plan (gap in terms of students, may be duplicated), male only



By equity group disaggregations, male only

**CERRITOS COLLEGE**  
**STUDENT LIFE COMMITTEE RECOMMENDATION:**  
**LAND ACKNOWLEDGEMENT OF THE TONGVA PEOPLE AT COMMENCEMENT**

### **WHAT IS A LAND ACKNOWLEDGEMENT?**

The practice of land acknowledgement is a formal statement that pays tribute to the original inhabitants of the land on which an which the event takes place, and it recognizes the unique and enduring relationship between the original inhabitants and their territories

More information is available on the U.S. Department of Arts and Culture site at <https://usdac.us/nativeland/>.

### **WHY IS IT IMPORTANT?**

Acknowledgment is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people's history and culture, and toward inviting and honoring the truth (U.S. Dept. of Arts & Culture).

Providing an acknowledgement of the original inhabitants of our land opens up dialogue, contributes to action, and strengthens relationships with Native communities.

Land acknowledgements are not a 'new' practice, with many colleges and universities participating in this practice for years, such as UC Santa Barbara, CSU Channel Islands, Pasadena City College, and recently Mira Costa College. For Cerritos College, it would be an important meaningful step toward strengthening our understanding of, and ties with, local Native communities.

### **WHO IS REQUESTING IT AND WHO HAS REVIEWED IT?**

The request was initiated by the College's American Indian Alaska Native Advisory Group (AIAN), which is an on-campus group comprised of employees and community service partners that support the AIAN population. This group was initiated as a way to recruit and retain AIAN students and employees, and contribute toward meeting the College Student Equity goals. Some of community groups participating in the AIAN Advisory group are the United American Indian Involvement, Inc., the American Indian Counseling Center, and the Torres-Martinez Tribal TANF.

Shared Governance Review by groups with representation of faculty, staff, and management:

- **Student Life Committee** (responsible for planning and implementation of Commencement) received request on April 4, 2019 from a representative from the AIAN Advisory Group.
  - Unanimous stance of support to include statement in script, and move forward with action to include.
- **Diversity and Equal Employment Opportunity Advisory Committee (DEEOAC)** reviewed on October 8, 2019
  - Unanimous stance of support to add the recommended language to the Commencement script, and a recommendation to include information about land acknowledgements to the program booklet.
- **Student Equity Committee** reviewed on October 9, 2019
  - Unanimous stance of support on the recommended language, and information in program booklet.

### **RECOMMENDED LANGUAGE**

The acknowledgement is recommended to occur at the start of the ceremony, prior to the National Anthem. This version would place the language during Dr. Fierro, Cerritos College President/Superintendent's opening:

Good evening. Welcome to the 62<sup>nd</sup> Annual Cerritos College commencement exercises. I'm Dr. Jose Fierro, President of the College. **To begin the ceremony, Cerritos College would like to acknowledge the Tongva peoples as the traditional stewards of this land. As a public institution, we pay our respects to their ancestors, the people, and their future generations for the ability to use this land to study and work.** At this time, it is my honor to invite all who are able to stand for the National Anthem, performed by the Cerritos College Concert Band.

An interactive map exploring the history of the Tongva people, the original inhabitants of the Los Angeles basin, can be viewed at: <https://www.latimes.com/projects/la-me-tongva-map/>.

### **CALL TO ACTION**

The Student Life Committee is asking for a stance of support on adding a land acknowledgement to the Commencement script, during the welcome provided by Dr. Fierro. Additionally, the Committee is requesting a stance of support on including information related to land acknowledgements in the Commencement program booklet.



# CENTER FOR TEACHING EXCELLENCE

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## FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

**DATE:** September 10, 2019

**LOCATION: CTX (LC-201)**

## CALL TO ORDER: 1:03 PM

**QUORUM MET: Yes**

**FACILITATOR:** Chad Greene

## **MEMBERS PRESENT:**

Jennifer Calisher, SEM  
Berenice Gallardo, Counseling  
Chad Greene, CTX Coordinator/Chair  
Kari Hemmerling, HPEDA  
Judi Holmes, DSPS  
Hillary Mennella, Manager

Joana Mootz-Gonzales, LA  
Brandt Reiter, FA  
Kaitlin Scott, Library  
Marlena Shore, HO  
Monique Valencia, Classified

## **MEMBERS ABSENT:**

Mary Ellen Brady, BE

Frank Vega, Technology

**MINUTES:** Minutes were not presented.

## AGENDA ITEMS:

1. Introductions
  2. Center for Teaching Excellence (CTX) accomplishments since the last Faculty Professional Development Committee (FPDC) meeting
    - a. Accessibility Summer Institute - May 28-30 (11 faculty)
    - b. Collaborative Observational Reflective Experience (CORE) Summer Institute - May 28-30 (7 faculty)
    - c. Culturally Responsive Teaching and Learning (CRTL) Summer Institute - June 21-23 (9 faculty)
    - d. New Faculty Orientation Program sessions with new full-time faculty members - August 12, 13, and 27 (11 faculty). The program was reduced from 48 hours to 25 hours. The next meeting is scheduled for January 2020.
    - e. Adjunct Orientation - August 14 (18 faculty)
    - f. Teaching Assistant Program (9 TAs). The CTX is collaborating with Human Resources to reconfigure program into a Faculty Diversification Program.



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- g. Faculty Inquiry Group: Sexual Violence Prevention Curriculum Infusion (Still accepting applications; target of 5 faculty). Hillary Mennella provided an overview on FIG objectives.
3. Temporary changes to Online Teaching Certification
  - a. Cynthia Alexander has resigned as distance education coordinator, so she will no longer be facilitating the Online Teaching Workshop
  - b. For the time being, the college is paying for faculty to complete the @ONE Certificate in Online Teaching & Design (four four-week courses, plus a capstone project).
  - c. An on-campus alternative remains taking Education Technology 125 ("Fundamentals of Online Teaching") -- offered this semester as a second-nine-weeks class
4. Faculty Association of California Community Colleges (FACCC) "Fostering Faculty Diversity" Workshop
  - a. On-campus collaboration between Chad Greene (Center for Teaching Excellence), April Griffin (Faculty Senate), and Valyncia Raphael (Diversity, Compliance, and Title IX)
  - b. Proposed time and date: 11 a.m. on Tuesday, November 5 (Faculty Senate would cancel regular meeting). This event is open to everyone on campus.
  - c. No fee for workshop (Cerritos College would provide room, AV, and refreshments for attendees provided by DEEOAC)
5. Revision of Teaching Assistant Program to increase faculty diversity
  - a. Overview
  - b. On-campus collaboration between Chad Greene (CTX), Shawna Baskette (Academic Success), Adriana Flores Church (Human Resources), and Valyncia Raphael (Diversity, Compliance, and Title IX)
  - c. Proposed changes include limiting applications to once a year, incorporating a summer institute for TAs and faculty mentors, and follow-up workshops in fall semester to increase TAs' preparation to apply for faculty positions (hiring process, CVs, interviews, etc.)
  - d. Additional ideas discussed include recruiting a team of mentors, establishing a staff-to-TA-to-faculty pipeline, establishing a tutor-to-embedded tutor-to-TA-to-faculty pipeline, covering "start-up" costs for TAs, and/or providing stipends for TAs
  - e. Committee provided the following suggestions: faculty liaisons for each department.
6. Safety-Related Workshop Topics for Falcon Day



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- a. Falcon Day will be held on Friday, November 1, and will likely include a keynote speaker and four rounds of workshops
- b. In the aftermath of the lock down of campus on September 3, the Employee Development Committee (EDC) has selected "Safety" as the theme
- c. The EDC is soliciting potential topics for safety-related workshops that would be relevant to faculty
- d. Possible Topics: Best practices for shelter in place with classrooms and offices, learn how to make your space safe, and Q&A's forum.

### 7. Upcoming Events:

- a. Vet Net Ally Seminar - September 13
- b. Teaching and Learning Certificate Program, Module I - Starts September 23 (9 sessions)
- c. UndocuAlly Training - September 27
- d. Writing with Integrity Round Table - September 30
- e. Safe Zone Training - October 11

### 8. Items from the Floor

- a. Chad confirmed best meeting time for committee members.



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## FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

**DATE:** October 8, 2019

**LOCATION:** CTX (LC-201)

**CALL TO ORDER:** 1:05 PM

**QUORUM MET:** Yes

**FACILITATOR:** Chad Greene

### MEMBERS PRESENT:

Mary Ellen Brady, BE  
Jennifer Calisher, SEM  
Berenice Gallardo, Counseling  
Chad Greene, CTX Coordinator/Chair  
Joana Mootz-Gonzales, LA

Sarah Pirtle, Classified  
Brandt Reiter, FA  
Kaitlin Scott, Library  
Marlena Shore, HO

### MEMBERS ABSENT:

Kari Hemmerling, HPEDA  
Judi Holmes, DSPS  
Hillary Mennella, Manager

Monique Valencia, Classified  
Frank Vega, Technology

**MINUTES:** Minutes for September 10 meeting will be presented at November 12 meeting.

### AGENDA ITEMS:

1. Introductions
2. For Consideration: Drafts of Standards Related to Our Committee's Work from the Institutional Self-Evaluation Report (ISER)
  - a. The committee reviewed the standards in the ISER related to its work, as well as to the Center for Teaching Excellence: Standard II.A. 2, Standard II.A.7, Standard II.B.1, Standard II.B.3, Standard III.A.2, Standard III.A.8, Standard III.A.14, Standard III.C.4, and Standard IV.B.1.
  - b. Based on the committee's suggestions, Chad made revisions to several standards – most significantly, to Standard II.A.2, Standard II.B.1, and Standard III.A.2.
3. Upcoming Events:
  - a. Safe Zone Training – October 11
  - b. Accessibility in Eight Easy Steps – October 15
  - c. Project Safe: Preventing and Responding to Sex Discrimination, Sexual Harassment, and Sexual Violence on Campus – Part I (Webinar) on October 15 and Part II (Face-to-Face) on November 15
  - d. eLumen for Curriculum Basics – October 22 and November 5



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- e. Falcon Day – November 1
  - f. FACC "Fostering Faculty Diversity" Forum – November 5
4. Items from the Floor
- a. Brandt shared information about the Theatre Department's upcoming play *Fuente Ovejuna*, directed by Cerritos College alumna Sylvia Cervantes Blush.



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## FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

**DATE:** November 12, 2019

**LOCATION:** CTE (LC-201)

**CALL TO ORDER:** 1:04 PM

**QUORUM MET:** Yes

**FACILITATOR:** Chad Greene

### MEMBERS PRESENT:

Mary Ellen Brady, BE  
Damon Cagnolatti, Guest  
Jennifer Calisher, SEM  
Berenice Gallardo, Counseling  
Chad Greene, CTE Coordinator/Chair  
Judi Holmes, DSPS

Joana Mootz-Gonzales, LA  
Sarah Pirtle, Classified  
Brandt Reiter, FA  
Kaitlin Scott, Library  
Marlena Shore, HO  
Monique Valencia, Classified

### MEMBERS ABSENT:

Frank Vega, Technology  
Kari Hemmerling, HPEDA

Hillary Mennella, Manager

**MINUTES:** A motion was made by Brandt Reiter to approve the minutes from 9/10/19 meeting. The motion was seconded by Judi Holmes. The minutes were approved (0 "nay" votes, 8 "yea" votes, 2 abstentions).

A motion was made by Judi Holmes to approve the minutes from 10/08/19 meeting. The motion was seconded by Mary Ellen Brady. The minutes were approved (0 "nay" votes, 8 "yea" votes, 2 abstentions).

### AGENDA ITEMS:

1. Chad updated the committee members on the following events:
  - a. Safe Zone Training – October 11
    - i. Training continues to grow and improve
    - ii. Decrease in attendance; many employees have already been trained.
  - b. Practical Pedagogy: Being an Effective Autism Ally
    - i. Overview of attendance
    - ii. DSPS Learning Series
  - c. Falcon Day – November 1
    - i. Overview of attendance



# CENTER FOR TEACHING EXCELLENCE

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- ii. Popular events: Self-Care Through Mindfulness Practice, Beyond Reason, R.A.D., and Stress Management
- iii. Possible follow-up trainings with Dr. Humberto Hernandez
- d. FACC Forum: Fostering Faculty Diversity – November 5
  - i. Overview of attendance
  - ii. Served Two-Purposes: Discussion and Next Steps
  - iii. Developing follow-up sessions with Faculty Senate and the Director of Diversity, Compliance, Title IX
- 2. Student Equity Professional Development (Presentation by Damon Cagnolatti)
  - a. Presented iFalcon Video on perception gap
  - b. Overview of Falcon's Corner – Central hub for online resources on student equity
    - i. Looking for faculty contributors. Call for submissions begins in two weeks.
  - c. Proposed Equity Literacy Certificate Program
    - i. Professional development series that aims to introduce race-neutral strategies of student success and provide equitable approaches to closing the achievement gap for disproportionately impacted students.
    - ii. 28 hours of training + 16 hours of homework = 44 hours of activity + 1 facilitated discussion
- 3. Revisions to the Teaching Assistant Program (TAP)
  - a. Tabled to next meeting
- 4. Upcoming Events to Promote – All on *Flex Reporter*
  - a. Introduction to the Embedded Tutor Program – November 14
  - b. CRTL: Faculty and Staff Breaking Down Barriers – November 15
  - c. On Deaf Ears: Strategies to Assist DHH Students in Reading and Writing – November 15
  - d. Project Safe: Preventing and Responding to Sex Discrimination, Sexual Harassment, and Sexual Violence on Campus (Part II) – November 15
  - e. Trauma-Informed Practices – November 15
  - f. Whine and Cheese About AB 705 – November 15, November 22, December 6, and December 13
  - g. International Education Week – November 18-22
- 5. Items from the Floor
  - a. Brandt Reiter announced "All My Sons," an upcoming theatre production scheduled for December 6-15<sup>th</sup>.

**To:** Coordinating Committee

**From:** Sunday Obazuaye, Chair

**Date:** November 25, 2019

**Re:** Update on Program Review Committee for Fall 2019

The committee meets on the first and third Tuesday of the month at 3:00pm. The committee has met this semester and continue the program review cycle for 2019-2020 academic year. There are 9 programs due for review this year. We reviewed Plastics Manufacturing Technology (Plastics) and Speech (now Communication Studies) in April, 2019 as carryover from 2018-2019 academic year. This semester (Fall 2019), we have reviewed Engineering Design Technology (ENGT) and Mathematics as carryover from 2018-2019 academic year; and Women's and Gender Studies. The hold on funds for Plastics and ENGT was lifted after they complied by completing the program review process. The Physical Therapist Assistant (PTA) program which was originally scheduled for review this fall has been rescheduled for 2020-2021 cycle.

The Committee conducted an orientation/training for the programs due for review in 2020-2021 cycle. The purpose of the orientation is to provide pertinent information to help program representatives do a successful evaluation of their programs. The training is conducted in collaboration with the office of Institutional Effectiveness, Research, and Planning (IERP) and the Center for Teaching Excellence (CTX). Participants can earn Flex credits. Unfortunately, out of 11 programs due for review only 6 sent representatives to the orientation.

During the recent program reviews, we observed a pattern regarding data availability and accessibility from Institution Effectiveness, Research and Planning office (IERP). Some programs received either the wrong data which was for another program or inaccurate data that did not reflect the work of the department. This discrepancy appears to be related to previous organizational issues in IERP. In addition to problems with data, the math department seems to have an on-going issue with Academic Affairs office regarding funding for professional development programs/training for their faculty. The trainings are needed to foster implementation of AB705. The department also feels a lack of support from Academic Affairs in their efforts to implement AB705.

The committee is in the process of revising the Handbook to clarify as well as simplify some of the Appendices/Forms.

The Business Education and Associated Students of Cerritos College (ASCC) still do not have representatives on the committee as required by institution policy.

Below is a list of programs undergoing review during the **2019-2020 academic year**, along with the committee member assigned to lead the subcommittee responsible for each program:

Program	Chair	Division	Visitation Date	Final Due	Draft Due	Liaison Lead
Women's and Gender Studies	Michelle Fagundes / Amy Holzgang	BHSS	11/5/2019	10/22/2019	9/24/2019	Graciela Vasquez
Philosophy	Ted Stolze	BHSS	12/3/2019	11/19/2019	10/22/2019	David Li
Pharmacy Technology	Nasiba Makarem	HO	1/21/2020	1/17/2020	12/20/2019	Stephanie Rosenblatt
Kinesiology	Carrie Edwards	HPER	2/4/2020	1/29/2020	1/17/2020	Graciela Vasquez
Anthropology	Monica Bellas	BHSS	2/18/2020	2/4/2020	1/17/2020	Rebekah Hathaway
Library Instruction and Resources	Debra Moore	LIB	3/3/2020	2/18/2020	1/21/2020	Ernest Lew
English as a Second Language	Joanne Sugihara-Cheetham	LA	4/7/2020	3/24/2020	2/25/2020	Sunday Obazuaye
Woodworking Manufacturing Technology	Carl Stammerjohn/ Reuben Froat	TECH	4/7/2020	3/24/2020	2/25/2020	Colleen McKinley

### Programs due for review in 2020-2021 Academic Year

Program	Chair	Division	Visitation Date	Final Due	Draft Due	Liaison Lead
Athletics	Maria Castro	HPEDA	11/3/2020	10/20/2020	9/22/2020	Andrew Vines
Art and Design	Christina Fernandez	FAC	11/17/2020	11/3/2020	10/6/2020	Ernest Lew
Psychology & Interdisciplinary Studies	Jaclyn Ronquillo	BHSS	12/1/2020	11/17/2020	10/20/2020	Henrietta Hurtado
Child Development	Dionne Gibson/Olga Andrade	HO	1/19/2021	12/14/2020	11/16/2020	Carmen Lizarraga
Theatre & Film	Robert Campolo & Brandt Reiter	FAC	2/2/2021	1/19/2021	12/15/2020	Rebecca Hathaway
Earth Sciences	Tor Lacy	SEM	2/16/2021	2/2/2021	1/5/2021	Colleen McKinley
Accounting, Finance and Insurance	Teresa Alenikov	BHSS	3/2/2021	2/16/2021	1/19/2021	Graciela Vasquez
Cosmetology	Janet Ramirez - Han	TECH	3/16/2021	3/2/2021	2/2/2021	Stephanie Rosenblatt
Physical Therapist Assistant	Valeria Christensen	HO	3/16/2021	3/2/2021	2/2/2021	Patricia Robbins Smith
Economics	Solomon Namala	BHSS	4/6/2021	3/23/2021	2/23/2021	Nicole Iwaz
Physical Education	Tom Caines	HPEDA	4/20/2022	4/6/2022	3/9/2022	David Li

# Mission, Vision, and Values Survey

What are mission, vision, and values statements?

## **Mission**

*The mission describes the reason an organization exists. It helps employees and others know what the organization is trying to accomplish each and every day.*

## **Vision**

*The vision describes a successful and desirable future state for an organization. It's a big goal the organization wants to achieve.*

## **Values**

*Organizational Values are shared principles or convictions that guide the actions of people in an institution. They are not personal values; however, people need to personally accept the organizational values to feel comfortable working in an entity. Organizational values are strong convictions that help people make "the right decisions" in their organization every day.*

## Cerritos College current mission and vision

### ***Mission***

*Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.*

### ***Vision***

*Driven by the pursuit of unparalleled student success, Cerritos College will provide access to innovative learning opportunities that promote the power of learning.*

## Cerritos College current values

*We have strong core values:*

- *Support and promote student success*
- *Promote excellence in teaching, learning, and service*
- *Support innovation and creativity to enhance and enrich learning*
- *Celebrate diversity in people, philosophies, cultures, beliefs, programs and learning*
- *Promote respect and trust in all people regardless of background, including students, community members and employees*
- *Foster integrity*
- *Develop nurturing and supportive partnerships with our educational, business and industry communities*
- *Support comprehensive curricular offerings*
- *Promote inclusiveness in a collaborative decision-making process*

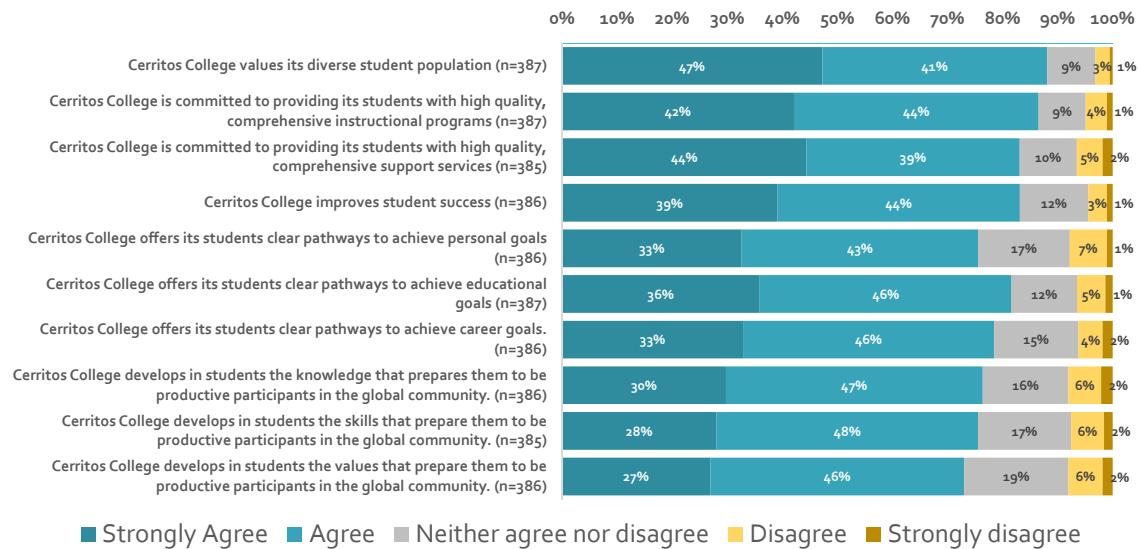
## Process for reviewing our mission, vision and values

- Reviewed MVV surveys from various California Community Colleges and other higher ed institutions
- Reviewed previous surveys conducted internally (2012, 2017)
- Developed and deployed an online questionnaire addressing MVV
- Fielded for three weeks (9/27-10/18), distributing to students, staff, faculty, board members, trustees, and community members
- 595 took the survey, 41% completed (about 244 answered all questions)

## Who responded? (n = 595)

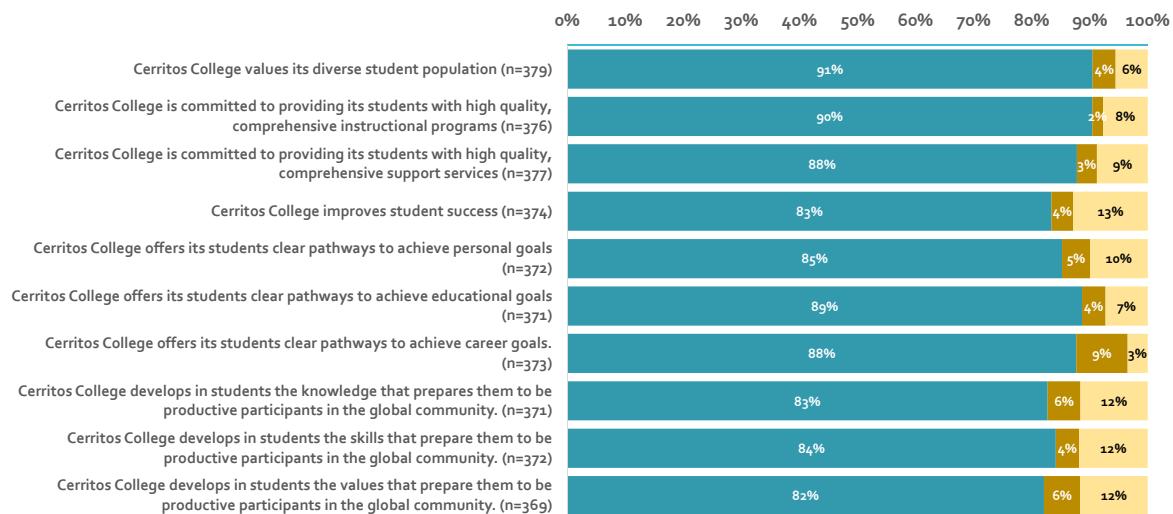
Affiliation with college	N	%
I am a student	329	55.3%
I am full-time faculty	105	17.6%
I am a staff member	81	13.6%
I am part-time faculty	38	6.4%
I am a manager	31	5.2%
Other: alumni, staff+student, classified employee	7	1.2%
I am a board member or trustee	3	0.5%
I am a member of the community	1	0.2%

## The following questions will ask you to consider individual items in the current Cerritos College Mission Statement



■ Strongly Agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree

## Of the items you considered about the Cerritos College Mission Statement, are there any you would remove or change?



■ No change needed ■ Remove ■ Change

## Open-ended change comments

<b>Values its diverse student population</b>	
Expanding what inclusion/diversity means/cultural competency	7
Diversity doesn't help/too much emphasis on some populations	5
<b>Is committed to providing its students with high quality, comprehensive instructional programs and support services</b>	
Expanding what inclusion/diversity means/cultural competency	5
Specific need/want/grievance loosely related to category	4
Issues with service excellence	4
Faculty concerns	3
Not all academic programs are given equal treatment	3
Evidence is lacking	3
<b>Improves student success</b>	
The college is not directly responsible for student success	16
Evidence is lacking	5
Vague	3

## Open-ended change comments

<b>Offers its students clear pathways to achieve personal, educational, and career goals</b>	
Issues with service excellence	11
College needs to commit more resources	4
Evidence is lacking	4
This is not the responsibility of the college	3
Vague	3
This is a reach goal	3
Not all academic programs are given equal treatment	3
<b>Develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.</b>	
Vague	6
College does not do this	6
College needs to commit more resources	6
Evidence is lacking	4

## Mission Statement 2019 Draft

### **Mission**

*The mission describes the reason an organization exists. It helps employees and others know what the organization is trying to accomplish each and every day.*

Cerritos College provides its diverse student population with high quality, comprehensive, and equitable instructional programs and support services through clear and culturally competent pathways. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

## Vision Statement 2019 Draft

### **Vision**

*The vision describes a successful and desirable future state for an organization. It's a big goal the organization wants to achieve.*

Cerritos College will provide equitable access to innovative learning opportunities and support services that strive to close persistent equity gaps.

**Board of Trustees**

**1 AP 2431 PRESIDENT/SUPERINTENDENT SELECTION**

**2 References:**

3 ACCJC Accreditation Standard IV.C.3  
4 California Education Code Sections 87100 et seq.  
5 Title 5, Sections 53000 et seq.

**7 Commitment to Diversity**

8 The Board of Trustees affirms its dedication to fostering a diverse and inclusive workplace  
9 that welcomes the employment of qualified individuals from all walks of life, appreciates  
10 the contributions of individuals with a wide range of experiences and perspectives, and is  
11 free from barriers to employment for historically underrepresented groups. Throughout  
12 the selection process, the Board of Trustees will follow the Equal Employment  
13 Opportunity Plan to ensure implementation of equal employment opportunity principles  
14 and values.

**15 Executive Search Firm**

16 The Board of Trustees will employ a search consultant, selected through an RFP process,  
17 to assist the Board and the Office of Human Resources with the search, recruitment,  
18 selection, and hiring process of the President/Superintendent. The level of involvement  
19 and specific services to be provided by the consultant will be determined by the Board of  
20 Trustees.

**23 Superintendent/President Profile**

24 District constituencies will be provided opportunities to share with the Board suggested  
25 qualities, characteristics, and qualifications for the person to fill the position. The profile  
26 will be published in a brochure/job announcement which will be distributed widely.

**28 Screening Committee**

29 A screening committee will be appointed by the Board to assist in the search by  
30 screening applicants, interviewing those identified for first-round consideration, and  
31 recommending when possible five to seven unranked finalists. Operating procedures  
32 for the screening committee will be established with the assistance of the executive  
33 search firm representative and approved by the Board of Trustees.

34 The composition of the committee shall include representation broadly reflective of the  
35 District's constituencies. It shall include representation nominated from at least: the  
36 Faculty Senate, CCFF, CSEA, ACCME, Confidential group, ASCC, the Administrative  
37 Executive Committee, and the community. The number and proportionality of  
38 committee members will be determined at the time of the specific search by the Board  
39 in consultation with the executive search firm representative..

**41 Public Forums**

42 Upon identification of the final candidates by the screening committee and approval of  
43 the Board of those candidates to move forward, public forums shall be conducted to  
44 introduce candidates to the college's constituents and the community. The process for  
45 conducting the forums shall be established by the Board upon the recommendations  
46 of the executive search firm representative.

47

48 **Selection**

49 The Board of Trustees will make its determination of the selected candidate following  
50 interviews with the Board, analyses of summary information provided from constituents'  
51 and community members' perspectives based on the public forums, community and/or  
52 campus visit, and information obtained from thorough reference checks conducted by  
53 the executive search firm representatives.

54

55 **Board Authority**

56 The Board will retain its authority to modify the selection process and/or to establish any  
57 other evaluation methods at any time as necessary. If search modification is to occur, it  
58 will be done in full compliance of the Brown Act.

59

60 Office of Primary Responsibility: President/Superintendent and Board of Trustees

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**Date Approved:**