

SENATE COMMITTEE ON PROFESSIONAL RELATIONS

Agenda

11 a.m., Tuesday, October 17, 2023

Zoom

1. Welcoming: Student Member Fatima Oregon

2. Approving: Minutes from September 19 Meeting Professional Relations Committee Meeting

3. Approving: Goal for Our Committee for 2023-2024

a. During our September 19 meeting, the members of the committee decided that we will have one primary goal for this academic year. Chair Chad Greene promised to provide a written version of that goal at our October 17 meeting, for the committee to officially adopt.

b. The proposed wording of our goal is: “To recognize and reward faculty excellence at Cerritos College through the presentation of the Outstanding Faculty Awards at a ceremony at the end of spring semester.”

3. Reviewing: Timeline for Our Work Toward That Goal

a. During the September 19 meeting, the committee – based on information from current members as well as former co-chairs Lydia Cosio and Clara Ross-Jones – informally and verbally reviewed the traditional timeline for the Professional Relations Committee’s work toward presenting the Outstanding Faculty Awards at a ceremony at the end of spring semester.

b. Here is a formal, written version of that timeline:

i. September: Committee reviews timeline for its work for year as well as nomination form

ii. October: Nominations for Outstanding Faculty Awards open in middle of month; committee members help promote – for example, by displaying posters in public spaces in their respective areas of campus

iii. November: Nominations for Outstanding Faculty Awards close at end of month; committee members continue to help promote – for example, by sharing information at their respective division meetings; committee finalizes timeline for review of nominations

iv. December: Committee members begin their review of nominations

v. January: Committee members discuss nominations and rank finalists for awards

vi. February: Committee members cast final votes for award winners, including one Most Outstanding Faculty, up to ten full-time Outstanding Faculty, and up to ten part-time Outstanding Faculty; chair presents information on award winners to president of the Faculty Senate

v. March: Committee members work on logistics associated with awards ceremony

vi. April: Outstanding Faculty Awards are presented to winners at ceremony

4. Reporting: Progress Toward Our Goal

a. Committee Website and Award Nomination Form: With the help of Samuel Chavez and Monique Valencia, Greene has updated the Professional Relations Committee's website, in general, and the Outstanding Faculty Awards nomination form, in specific (<https://www.cerritos.edu/professional-relations/outstanding-faculty-nomination-form.htm>)

b. Professional Relations Committee Email Account: With the help of Erik Duane, Greene has arranged for all committee members to have access to the email account profrelations@cerritos.edu, where the submissions through the nomination form are received.

c. Poster: Committee member Sarah Pirtle has created a poster to promote the nominations for the Outstanding Faculty Awards, which can be both printed and distributed online.

d. Date and Venue for Awards Ceremony: With the help of Monica Acuña, Greene has booked the Conference Center for 11 a.m. on Thursday, April 25, 2024. (The traditional venue for the awards ceremony, the Student Center, was not available at that time on that date.) Acuña has had the event added to the calendars of the president and vice presidents of the college and has volunteered to send out a save-the-date about ninety days in advance. In addition, she will assist Greene with booking Culinary Arts to provide food for the event and has money in her budget to cover the cost of food as well as awards.

e. Campus Outreach: Greene is scheduled to present to the Coordinating Committee on October 23 and has requested an opportunity to present to the Faculty Senate on October 24 – two opportunities to share information about the nominations for the Outstanding Faculty Awards with the campus community. (He is already booked to present his once-a-semester chair's report to the Senate, but that is in late November.)

5. Considering: Two Additional Opportunities to Honor Faculty at the Awards Ceremony

a. Since our September meeting, Greene has received two proposals for additional opportunities to honor our colleagues at the Outstanding Faculty Awards ceremony in April.

b. Monica Acuña in Staff Development has suggested ordering plaques to recognize faculty who are reaching milestone years of service to Cerritos College (twenty-five years, thirty years, thirty-five years, or forty years), which could be given out at the ceremony.

c. Lydia Alvarez and Monique Valencia in the Center for Teaching Excellence are interested in presenting the Faculty Professional Development Committee's Outstanding Contributor to Faculty Professional Development Award at the ceremony.

6. Surveying: Members on Preferences for December Meeting

a. Our committee typically meets on the third Tuesday of each month. In December, that would be the 21st. However, that is the week after final exams. Does the committee want to consider a different meeting date in December?

7. Considering: Adding a Confidential Employee Representative to Our Committee's Membership

a. Cheryl Thury has conveyed a request that the Professional Relations Committee

consider adding a representative of the college's confidential employees to its membership.

8. Soliciting: Items from the Floor

Our Next Meeting: 11 a.m. on Tuesday, November 21, 2023