

# CEER MEETING MINUTES

Location: Zoom  
Date: 2/6/2025  
Time: 2:00 p.m.  
Facilitator: Vy Le,  
Monica Cappiello

## Attendees:

Vy Le, Monica Cappiello, Raymond Gamba, Jesse MacEwan, Simeon Castro

*\*Notes Taken by FathomAI*

## Meeting Purpose

To initiate the CEER Committee, prioritize topics, and discuss key issues facing Ohlone College faculty and staff.

## Key Takeaways

- The committee identified three priority areas: lab/lecture distinctions, counseling evaluation forms, and defining roles/responsibilities for coordinators/chairs
- COVID tracking may be phased out, but protocols should be documented for future use
- Consistent part-time scheduling forms will be developed, considering variations between departments

## Topics

### CEER Committee Overview

- CEER stands for Certificated Employee-Employer Relations
- Focus on problem-solving and developing solutions for faculty and administration
- Previous initiatives include the Council for Peaceful Resolution (CPR) program

### Lab vs. Lecture Distinctions

- Significant variations exist between departments (e.g., health sciences, chemistry, athletics)
- Need to understand the landscape of lab classes across the college
- Ray will work with institutional research to gather data on lab courses and disciplines

#### Counseling Evaluation Forms

- Current forms lack meaningful questions and were rejected due to Likert scale use
- Jesse and Ray will collaborate to develop new forms with actionable questions
- Will consider both quantitative and qualitative assessment methods

#### Coordinator/Chair Roles and Responsibilities

- Lack of clarity on duties falling under faculty vs. management responsibilities
- Need to gather job descriptions for various roles (directors, deans, faculty)
- Will examine models from other institutions for comparison

#### Part-time Scheduling Forms

- Ray will lead efforts to develop consistent forms across divisions
- Will consider variations needed for CTE programs vs. traditional academic programs

#### COVID Tracking

- No longer required by Cal OSHA as of February 2025
- Committee discussed phasing out tracking while maintaining preparedness
- Importance of documenting protocols for potential future outbreaks

#### Next Steps

- Ray to gather lab course data and work with institutional research
  - Jesse and Ray to develop new counseling evaluation forms
  - Vy to lead efforts in defining coordinator/chair roles and responsibilities
  - Ray to collect and review part-time scheduling forms from different departments
  - V to gather feedback on phasing out COVID tracking and document existing protocols
- Action Items
- Get IR to compile list of lab classes across disciplines; include scope/details for comparisons - WATCH (5 secs):

[https://fathom.video/share/ir8x3u6zAsGZQC2sRo\\_s\\_n4L6ZK8RZxx?timestamp=1514.9999](https://fathom.video/share/ir8x3u6zAsGZQC2sRo_s_n4L6ZK8RZxx?timestamp=1514.9999)

- Draft modified counselor eval form based on mental health counselor form; get input from counselors - WATCH (5 secs):

[https://fathom.video/share/ir8x3u6zAsGZQC2sRo\\_s\\_n4L6ZK8RZxx?timestamp=2226.9999](https://fathom.video/share/ir8x3u6zAsGZQC2sRo_s_n4L6ZK8RZxx?timestamp=2226.9999)

- Collect job descriptions for directors, deans, classified positions; send to Ray - WATCH (5 secs):

[https://fathom.video/share/ir8x3u6zAsGZQC2sRo\\_s\\_n4L6ZK8RZxx?timestamp=3054.9999](https://fathom.video/share/ir8x3u6zAsGZQC2sRo_s_n4L6ZK8RZxx?timestamp=3054.9999)

- Compile & send all part-time scheduling form examples to Ray - WATCH (5 secs):

[https://fathom.video/share/ir8x3u6zAsGZQC2sRo\\_s\\_n4L6ZK8RZxx?timestamp=3181.9999](https://fathom.video/share/ir8x3u6zAsGZQC2sRo_s_n4L6ZK8RZxx?timestamp=3181.9999)

- Collect concerns from faculty/staff/managers about potentially stopping COVID tracking - WATCH (5 secs):

[https://fathom.video/share/ir8x3u6zAsGZQC2sRo\\_s\\_n4L6ZK8RZxx?timestamp=3367.9999](https://fathom.video/share/ir8x3u6zAsGZQC2sRo_s_n4L6ZK8RZxx?timestamp=3367.9999)