

# CEER MEETING MINUTES

Location: Zoom  
Date: 2/20/2025  
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

Review previous action items, discuss new ones, and next steps.

## Key Takeaways

- Paused discussion on lab/lecture loading and chair/coordinator roles due to ongoing negotiations
- Identified need for standardized part-time faculty scheduling form across divisions
- Exploring options to transition away from COVID tracking while maintaining health/safety measures

## Topics

### Counselor Evaluation Forms

- Current form in contract is overly simplistic (single question)
- Plan to invite Jennifer Harper to next meeting to discuss improvements
- Will review evaluation forms from other colleges for ideas (e.g. Chabot, Foothill-De Anza)
- Goal is to create more comprehensive form with Likert scales and specific questions

## Part-Time Faculty Scheduling Forms

- Reviewed various existing forms from different departments (STEM, Kinesiology, BHS)
- Forms vary widely in format and level of detail
- Some forms more restrictive than contract language allows
- Next steps:
  - Review exact contract language on scheduling preferences
  - Meet with Ray to discuss approach
  - Invite 2-3 experienced deans (e.g. Lori, Chris) to provide input
  - Aim to create standardized web-based form aligned with contract

## COVID Tracking Transition

- Other Bay Area colleges have stopped tracking as OSHA no longer requires it
- Concerns raised about maintaining some health/safety measures
- Potential next steps:
  - Conduct survey to assess community concerns/needs
  - Invite health center director (Sween Tun) to provide recommendations
  - Develop clear procedures for illness reporting/accommodations
  - Provide training on handling ill students, hygiene practices

## Next Steps

- Monica to email Jennifer Harper, Sween Tun about attending future meetings
- Jesse to discuss scheduling form standardization with Ray
- Review contract language on scheduling preferences
- Develop survey questions on health/safety measures post-COVID tracking

## Action Items

- Email Jennifer Harper - invite to next CEER mtg re counselor eval form - [WATCH \(5 secs\)](#)
- Email dept chair/coordinator docs+links to CEER committee members - [WATCH \(5 secs\)](#)
- Review contract section on scheduling survey; prep thoughts for next CEER mtg - [WATCH \(5 secs\)](#)
- Discuss PT faculty scheduling form w/ Ray at next mtg - [WATCH \(5 secs\)](#)
- Email SWEEN TUN (Health Center) - invite to future CEER mtg re health/safety policies - [WATCH \(5 secs\)](#)

