

**CALIFORNIA COMMUNITY COLLEGES
CHIEF INSTRUCTIONAL OFFICERS
EXECUTIVE BOARD MEETING**

DRAFT MINUTES

**Wednesday, September 19, 2007
9 a.m. to 4 p.m.
3rd Floor Executive Conference Room, System Office
1102 Q Street
Sacramento, CA 95814-6511
(916) 445-8762**

Free telephone connection is available via CCC Confer for participants unable to attend in person. Telephone conference line: (888) 886-3951. Telephone Pass Code: 938494
Members present: Dave Bolt, Pam Deegan, Berta Cuaron, Linda Berry, Barry Russell, Pam Eddinger, Melinda Nish, Mitjl Capet, Lori Gaskin
Executive Secretary: Claire Biancalana
Organizational Liaisons: Jim Mathews

1. Call to Order – *Lori Gaskin*

Meeting called to order at 9am by Lori Gaskin. Leige Henderson, Renee Kilmer, Lynda Lee, and Wheeler North teleconferenced in.

2. Agenda Modifications – *Lori Gaskin*

5.K: ACCA Conference

5.L: May Executive Board Meeting

3. Consent Agenda

a. Minutes of July 18, 2007 Meeting (attachment 1) – *Linda Berry*

Minutes of July 18 accepted as presented.

b. Treasurer's Report (attachment 2) – *Dave Bolt*

Dave Bolt provided summary sheet of transactions. Conference fees from AIA (\$13,599) have now been collected. CIOs are reminded to pay membership dues.

4. Adoption of 2007-08 Budget (attachment 2) – *Dave Bolt*

07-08 Budget will be brought back to October meeting for ratification.

5. President's Report – *Lori Gaskin*

a. July 19th Consultation Council

b. August 16th Consultation Council

Problem with CSU and LDTP, the alternate path for transfer students. Many CSUs are only accepting the LDTP, especially in Southern California. Carole Bogue Feinour will work with the CSUs.

c. September 10th Board of Governors

Morgan Lynn recipient of Carter Doran award – 27 years service

d. September 20th Consultation Council

Part II of Title 5 revisions. [Part I adopted in July and filed in August – 180 days for implementation. To be awarded 1 unit of credit - # of hours specified. Should be well under way in colleges.]

Withdrawal policy: Student can withdraw 3 times or fewer if local policy is more restrictive. After 3 withdrawals, the student must be referred to counseling to examine conditions for withdrawal. If student re-enrolls for 4th time, there must be a petition process and approval, and can only withdraw a 4th time if there are extenuating circumstances.

Non-credit classes: Students can petition if they have taken a non-credit class to have it accepted as degree applicable. The college curriculum committee needs to examine that non-credit course to see if it meets credential standards, if the instructor meets minimum qualifications, and what units to award for class. The faculty member must then assign a grade. [Wheeler: or students can do credit by exam.]

Adult high school diploma: 12 such programs in the state. Key issues: minimum standards by broad disciplines and distribution of credits by discipline.

Restrict repeatability in non-credit: study will be conducted in all aspects of non-credit. Need experts involved for a report to BOG in January 2009.

e. 2008-09 Budget Workgroup – *with Randy Lawson*

f. **Adoption of 2007-08 CCCIO Goals** (attachment 3)

Dave: review mission statement in light of President's goals.

Lori's goals are more overarching than the CCCIO Purposes & Objectives, Article II of Constitution. Agreed to put Purposes on a future agenda to discuss making them more global.

g. **CIO Priorities for Consultation Council**

Lori and Pam: Administrative replacement pool

h. **Review of Regional Structure** – *with Mitjl Capet*

Regional districts: any interest in re-alignment? Exec would entertain a request from a CIO to disaffiliate with their current regional group to affiliate with another group.

i. **Suggestions for name of lower number certificates** (attachment 4)

Career Certificate, Skills Certificate, Career Preparation Certificate. 2 options endorsed: Career Certificate or Skills Certificate. Passed for recommendation.

j. **Committee Assignments** (attachment 5)

Basic Skills and Assessment have merged. DETAC no longer exists; replaced by ETAC.

k. **ACCA Conference**

Dearth of academic leadership. Give presentation on joys of CIO and CSSO jobs at ACCA conference in February.

l. **Executive meeting in May**

Scheduled for May 21st , but we need to meet May 14 because May 15 is Consultation Council.

6. Conferences

- a. **2007 Fall Conference**, October 31–November 2, Monterey Beach Resort (attachment 6) – *Claire Biancalana*

70 people registered, and 14 registered for Academy. Discussion of theme: Beach Boy theme. For 2009 conference we will provide CIO leather portfolios.

- b. **2007 CCLC Conference**, November 15-17, San Jose Fairmont Hotel (attachment 7) – *Lori Gaskin*

Can we duplicate the collective bargaining workshop?

- c. **2008 Spring Joint Conference with CSSOs**, March 26-28, San Diego Holiday Inn – *Pam Eddinger*

THEME: Bridges. Gary Pavelli workshop on civility on campus and in the classroom.

7. Members' Reports and Issues

- a. Travel reimbursement for long distance driving – *Barry Russell*

Recommended and approved: Board members traveling 200 miles or more one way will be reimbursed at the rate for flying.

- b. **TTAC** – *Barry Russell*

Meets next week. Highlights in Tech III: Trying to be inclusive regarding technology needs. See Infrastructure Projects Initiative. Accreditation Wizard: idea was to assist in data collection, not standardization.

- c. **ETAC** – *Barry Russell*

Not sure who is taking over area with Ken Nather going to Yuba. Lori has been on Distance Ed Listserve, and the Distance Ed Survey is due November 30.

Comment: CIOs need Calendar of Deadlines for Reports.

Lori will send out information for us to send to our Regional groups. Proposal to post on website a link of "Recent Communications from System Office."

- d. **PALS** (attachment 8) – *Pam Deegan*

Not enough mentors. Suggest a 3-pronged approach: PAL program; CIO retiree "expert; Experts on issues. Solicit more PALS by September 26 – mentors and mentees. Lori, Pam and Randy will create a list of "expert" topics and solicit experts. Suggested that we plan a panel on what CEOs need from good CIOs, and vice versa. What are core values for CIOs? How are we spiritual and inspirational leaders for the educational enterprise at the college?

- e. **Consultation Council Task Force** – *Pam Eddinger*

Assessment Issue. BOG in March asked for a recommendation on a single assessment instrument. Task Force created to make a recommendation to BOG. Mark Lieu has compiled general recommendations for first reading in November. Progress: huge

committee. Used research staff from ARC. 100% participation in Assessment issue survey. Recommendations ready for distribution.

Recommendations: 1) Create a crosswalk among assessment instruments. 2) Statewide agreement on raw score, and then interpretation up to college. 3) Agree on a statewide ESL test. 4) More testing done earlier in high schools. 5) Look at effectiveness of current exemption policies. 6) Ask that Matriculation services be fully funded and restored to 2003 levels. 7) Pilot project with freshman comp and English 1A/1B regarding a common assessment. 8) Task Force should be continued.

f. **BSI Update** – *Dave Bolt*

g. **CIO Institute for New CIOs**– *Dave Bolt*

Some type of summer academy suggested for in-depth discussions of pertinent issues, perhaps regional academies. Need a curriculum that is online. Take another look at the leadership nuts and bolts training concept. Connect CEOs for their advocacy.

h. **Accreditation of Community College High School Diploma Programs**
– *Randy Lawson*

Should we be involved in accrediting high school programs? Randy, Lori and Lynda Lee will discuss with Barbara Beno.

i. **ASCCC Curriculum Committee** – *Berta Cuaron*

Strategic goals for year: 1) updating CRC; b) Senate plenary sessions; c) Stand Alone course training – deadline in Nov 1st; d) impact of AA/AS degree changes; e) assessment cycle of SLOs. September 29: 1st big meeting.

8. **ASCCC Report** – *President Mark Wade Lieu*

BSI: brochure a contributing factor in recent legislative push to reinstate funds. More bound copies: 5 more copies for free – send request to Julie Adams Julie@asccc.org.

Change by Design Senate Conference:

1. Academic Senate Institutes: Community College Initiative
2. Nancy Shulock: invited to speak to Senate.
3. Changing Student Demographics

Hewlett Foundation – funded focus groups regarding what messages about CC system were most prevalent around state. 4 focus groups: policy makers; system leaders; grantees; everyone else. Summary of findings given today: A) everybody agrees that we don't have enough funding for all the missions of the community college. B) #1 mission is transfer. Everything else is 2nd or 3rd tier. C) Governor: Year of Education Reform. 10 focus groups around state. D) Open registration on all Academic Senate Institutes. E) textbook issues – summit on Nov. 30 with California Association of Bookstores. F) ASSIST: technology infrastructure for course articulation has become more dysfunctional. Key person in UC made aware of problems.

9. **System Office Report** – *Vice Chancellor Carole Bogue Feinour*

Report on Basic Skills at Chaffey College. BCP for 08-09: 50 million, with 10 million designated to convert adjunct to full time in Basic Skills areas. Of the remaining 40 million, 1.5 for research protocol, 1.6 million for faculty and staff development. 50% of the allocation will be based on Basic Skills ftes in 07-08, and the remainder will be based on ftes from transitioning students from high school to college. There will be a base of \$100,000 minimum per college.

07-08 will have 50/50 designation. Ongoing funds but treated as categorical.

08-09 Eric recommends renaming the Basic Skills Initiative to the Student Success Initiative/

LDTP: get faculty from CSU and colleges together in an LDTP Advisory Group. Focus is curriculum issue; CSU has changed its courses and would be asking for a refreshed articulation from CCs.

Some concerns with CRCC project. Changes in top codes; some basic skills problems.

10. Budget Report – Vice Chancellor Eric Skinner

07-08 budget enacted. 4 vetoes to the community college budget, including the Basic Skills veto. Wanted some policy priorities included in legislation, and a common ground was found. Policy priorities: a) provide a greater focus on student transition from high school, adjusting funding allocation from ftes purely to 50% driven off ftes from students under 25 years.; b) accountability measures: use ARCC data to derive measures.

Career develop/College prep: vetoed. Wanted additional accountability measures.

Big picture: 5.4% increase in funding. Growth and cola budget. 2% enrollment growth funding and 1% for restoration for 07-08.

08-09: fiscal forecast is a lean year, perhaps not being able to fund growth and cola.

CTE for 07-08: 32 million augmentation, and 52 million total.

11. Liaison Reports

a. ACCE – Lynda Lee

b. CCL – Jim Mathews

Technology meeting on 4/25/08: Best Practices for Library Managers. Survey on topics of greatest interest generated Accreditation and Service SLOs, information competency.

c. CCCAOE – Molly Smith

October 10-12, 2007, CCCAOE conference. Basic Skills emphasis, and Breaking Through Project moving basic skills students into college-level courses and jobs.

Workshops on leadership. Propose for Spring Conference, a workshop on the new VTEA Act, which requires program improvement in core program with accountability measures.

Kay Albiani is asking for new models for VTEA fund allocation.

12. Other

13. Adjournment 2:00 p.m.

**Next CCCCIO Executive Board Meeting is Wednesday, October 31, 2007,
9 a.m., Monterey Beach Resort, Monterey Ca.**