

CALIFORNIA COMMUNITY COLLEGES  
CHIEF INSTRUCTIONAL OFFICERS  
EXECUTIVE BOARD MEETING

MINUTES

Wednesday, November 2, 2005  
9:00 A.M. to 11:45 P.M.  
DeAnza Room, The Dana on Mission Bay  
1710 West Mission Bay Drive  
San Diego, CA 92109  
(609) 222-6440

- I. Call to Order - Pam Deegan 9:10 A.M.
- II. Agenda Additions and Modifications - Pam Deegan
- III. Consent Agenda
  - i. Minutes of September 28, 2005 Meeting (Attachment 1) – Alice Murillo  
The minutes were MSA as submitted with one typo corrected and the first bullet deleted from section XVI.
  - ii. Treasurer's Report – Michael Kasler  
The Datatel check of \$1000 is not reflected in the summary report distributed and four reimbursements to non-attending CIOs are also not reflected. We have received \$9000 of the expected \$20,000 from AIA.
  - iii. Noncredit Alignment Project and Report from Nixon (Attachment 2 and 3)  
There has been one face to face meeting and one phone conference. The focus is to reestablish/redefine categories authorized for non-credit courses and guidance/procedures for development and approval of courses and programs. Completion of noncredit programs does not currently end in a certificate and maybe this should be considered as a parallel to credit programs. Discussions may yield recommended changes to Title V regulations and Ed Code. The System Office is currently not set up to consider a noncredit program approval process. There was a short discussion related to what constitutes a credit vs. a noncredit course. We currently have courses that are not for credit and how are these courses different from noncredit? Are we reviewing the philosophical distinctions or funding formulas? We need to review the Title V distinctions-content may be the same while standards of scholarship are defined differently for credit vs. noncredit courses.  
  
Commentary from the project team: Procedures and expectations of processing for noncredit should parallel processes in place for credit vs. Let us not lose the freedom the noncredit side of the house enjoys.  
  
Clarification was requested on how the noncredit courses need to be published: listed (Title V statement) or described (CCCCIO legal opinion). The interpretation from the field has been "listed".  
  
It was questioned whether these discussions are a precursor to changing the CC mission by eliminating the noncredit component.
- IV. President's Report 9:15 A.M.
  - a. CCLC Conference, November 18, 2005, San Francisco Airport (Attachment 4)  
November 18, 2005 is CIO day and we will be hosting four workshops. They are:

1. Alice Murillo-**Enrollment Management: Different Perspectives** Done jointly with CSSOs.)
2. Liz Armstrong-**On-line/On-ground: Hybrid Courses**
3. Pamela Deegan & Randy Lawson-**A CIO Update: A Leadership Perspective**
4. Pamela Deegan-**Shaping State Policy: Taking a Look at Fees** (Done jointly with CSSOs.)

Sherry from CCLC has asked us to coordinate equipment needs.

- b. Joint CIO CSSO Conference, March 15 – 17, Riverside  
The conference will be held in Mission Inn.

- c. CCCCIO.ORG

The new web page has been designed and will now be monitored by Claire.

- d. Consultation Council

- i. Unit Value/Scheduled Hours

Concern was brought up by Skip Davies as to how classes are scheduled when colleges convert to the compressed calendar. It should be clarified what are the allowable scheduling formats by adding a section in the Attendance Accounting Manual on calendar development including clear guidelines. There needs to be clarification on these issue: i.e apportionment issues vs. Carnegie units. John Nixon, Dorothy Rupert, Gari Browning and Randy Lawson agreed to serve on a system committee to address this issue further.

- e. Strategic Planning for the California Community Colleges

The current draft was distributed to the executive board members.

- f. 2006-07 Budget Update

This will be presented by Scott Lay at the conference.

- g. Newsletter

Topics for future publications were solicited. Suggestions included information on stand alone courses, acronyms of the field, program approval appeal process, etc.

- h. Fall Conference Planning 9:35 A.M.

- a. Overview of Conference (Attachment 5 – distributed at meeting)

Conference topics were reviewed and several minor additions were noted for the President's session. The Carter Doran award will be introduced. The regional groups are asked to discuss 1) Recent regional accomplishments and 2) Strategies for improving regional group vitality.

- b. Board Members' Responsibilities

Chairs will be responsible for introducing their region's new CIOs. Also, some chairs will introduce a speaker as highlighted in the program.

- i. Members' Reports 9:50 A.M.

- a. System Office Legislative Advisory Committee – Jack Friedlander

- i. Proposal to exempt 5% cap on summer concurrent enrollment beyond Middle Schools

There is a preference to support high school concurrent enrollment limits above 5% for summer session. Canciamilla is expected to pursue this and the system office will work with his staff.

ii. K-Higher Ed Bond Act

There is concern with what AB 58 (Nunez) was and its return as a Facilities Bond Act of 2006. The state priority seems to currently support a statewide water bond.

b. System Advisory Committee on Curriculum (Attachment 6) – Sallyanne Fitzgerald, Randy Lawson

The Stand Alone Course white paper was distributed. Next steps include presentation at the November Board of Governor's meeting. It will require some Ed Code changes.

The first of the program applications received by this group was reviewed and evaluated to address some of the issues that the committee has been discussing. Committee comments were appreciated by system staff members. The purpose of this review is to include a field perspective in evaluating program applications.

j. Issues 10:20 A.M.

a. Matriculation Committee Issues and Topics - Jack Friedlander

i. Additional local authority for course prerequisites?

Currently colleges cannot impose non-sequential prerequisites unless they are validated; therefore most colleges have instead chosen to include recommended advisories. When can the college say to an unsuccessful student that certain prerequisites need to be met without the required validation? A pilot project including several schools was recommended.

b. Change in Program Approval Process - Jack Friedlander

How do we determine if a new program is occupational, transfer or both? This is being reviewed by SACC. The occupational program requires a labor market study and the transfer program needs to show that the AA degree major requirements substantially satisfy the lower division major requirements of at least three transfer institutions where your students transfer.

c. AB 1417 System Accountability Measures - Jack Friedlander

RP Group is trying to get operational definitions of accountability measures so that we can be clear on the required calculations. Jack will define the issues for us so that we know how (Board and Regional Groups) need to respond.

**Next CCCCIO Executive Board Meeting is Wednesday, January 24, 2006.**

