

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

**AGENDA
Approved**

**Wednesday, July 16, 2008
10:00 A.M. to 4:00 P.M.
Room 4000-01, Chancellor's Office
1102 Q Street
Sacramento, CA 95814-6511
(916) 445-8752**

Attendance: Lori Gaskin, Barry Russell, Renee Kilmer, Claire Biancalana, Dave Bolt, Randy Lawson, Leige Doffney, Linda Berry, Jim Matthews, Cheryl Babler for Melinda Nish, Carole Bogue-Feinour

New CIOs: Nabil Abu-Ghazaleh, Pierce College; Dave Fishbaugh, West Valley College; Irene Malmgren, Citrus College; Linda Howdyshell, Chaffey College;

Participants via CCC Confer: Berta Cuaron, Pam Deegan, Mark Wade Lieu

- I. Call to Order – *Lori Gaskin* 9:50 am
- II. Introductions– *Lori Gaskin*
- III. PAL Program (Partner in Academic Leadership) – *Pam Deegan* 10:10 a.m.

Initiated last year to mentor new CIOs by seasoned CIOs.

Board agreement to continue PAL program.

1st time CIO: Priority as of January 2008. Mentors: 3 years or more as CIO. Regional Chairs need to give names of new CIOs and those who want to serve as mentors. Give contact information. Interim CIOs: evaluate need. Also get mentors through CEO organization. Linkages: single-college district vs. multi college district? At this point there are not enough mentors. Send possibilities to Pam Deegan.

- IV. Consent Agenda 10:20 a.m.
 - a. Minutes of May 14, 2008 Meeting– *Linda Berry* attachment 2
 - b. Treasurer's Report - *Dave Bolt* attachment 3

Starting balance: \$90K; new Balance: \$130K. Attributable to income from AIA and from conferences.

- V. 2008-09 CCCCIO President Appointment – *Lori Gaskin* 10:25 a.m.

Proposal for Lori Gaskin to continue as President for 08-09 with assistance, eg. BOG meetings – Randy would assist with this. Planning for League Conference in November- Renee would assist with. Board acted to approve the proposal.

- VI. 2008-09 Budget – *Dave Bolt* (Attachment 3) 10:30 a.m. attachment 4
- Healthy assets: \$130,000, but reduction in interest.

Attempt to present a balanced budget. \$100K in a 9-month CD with 2.7% interest. Suggestion that Conference fee is different than dues to avoid confusion. Board approved budget for 08-09.

Discuss increase in conference fees for 09-10 at a latter date.

VII. Executive Secretary's Contract – *Lori Gaskin* 10:45 a.m.
Contract is annual. Proposal for a rolling 2-year contract with additional language regarding review of compensation. Approved by Board.

President Lori Gaskin Acknowledged the fine work of the Board.

VIII. Presidents' Report – *Lori Gaskin* 10:50 a.m.

a. Noncredit Repetition Subcommittee Update

Title 5 paragraph on noncredit repetition: certain areas are available for enhanced funding. There is a 2009 deadline for BOG to take action on repeatability of noncredit classes. This subcommittee of SACC is co-chaired by Michelle Pilati and Lori Gaskin to study different areas on noncredit. There will be a specific discussion on maintenance or mastery, as those 2 criteria may drive repeatability. A concept paper is in development and recommendations will be made to the BOG.

b. 50% Law Update

June 19 Consultation Council: AB906 spoke to the need for mandatory audits to ensure compliance with 50%. Interest was sparked by CBOs – what would happen if Counselors and Librarians were folded in? Suggestion that we could move it to 53% if we included them; audits would still be part of bill. No consensus on bill; it was dropped.

c. CIO Appointed Representatives on Statewide Committees attachment 5

The group revised the list which will be posted on the webpage.

d. Executive Board Calendar was approved and will be posted on the webpage

e. Start Times

Start time of Board meetings moved to 9:30 a.m.

f. Executive Board Goals

Broad goals for CIO group – represent the values of the group. Reorganize as Values/Vision and themes.

g. Single-course equivalencies: ad-hoc committee [Mark Wade Lieu, Dan Crump, Lori Gaskin, Jane Patton, Barry Russell] – survey sent out; presentations will be made at Fall and Spring conferences.

IX. Conference Reports 11:10 a.m.

a. 2008 Fall Conference (October 29 - 31) Sir Francis Drake, San Francisco

i. Possible topics: MQs/Single Course Equivalency, Primer on the Student Attendance Accounting Manual, Title 5 Issues, TRIS (PPerry) - *Renee Kilmer, Claire Biancalana*

Make it more of a working conference. It should be visionary and practical. Will have 411 Academy lead by Randy and Dona. More structured format for Regional Group meetings.

Suggestion: Global Literacy; Sustainability; +50 Education; Back to Basics; Emergency Preparedness; Associate Degree Graduation Requirements; Minimum Qualifications; Attendance Accounting Manual; Primer on MIS Technology.

b. CCLC 2007 Conference (November 20, 2008) Anaheim Hilton – *Lori Gaskin*

- i. Topics: Ideas for possible presentations – 1) Academic Calendars – Best Practices by Randy Lawson and friends; 2) Greening of the Curriculum; 3) Concurrent Enrollment: Partnering with High Schools for Academic Excellence
- ii. Presenters: Randy Lawson and friends; Barry Russell; Linda Berry
- c. 2008 Spring Joint Conference (April 1-3, 2009) Sacramento Holiday Inn Capitol Mall. Save the date.

X. Members' Reports and Issues 11:25 a.m.

- a. Distance Education/Compressed Calendar issues – *Renee Kilmer, Barry Russell*

Issue: DE courses on 18/17/16 week semesters. Less apportionment than on equivalent face-to-face on compressed calendar compared to 18 week calendar. About 5% of System's FTES is generated through distance education.

- b. Jack O'Connell's Advisory Council on Teacher Education: Symposium brief – *Renee Kilmer*

Teacher education programs at University and partnerships with CC's and high schools. Exploration programs in high schools and middle schools to create pipelines into teacher prep programs.

- c. Verification Process for Special Settings: an interesting prospect for California Community Colleges providing advanced certificate training CEUs to teachers with federal dollars – *Renee Kilmer*

Every instructor of a single subject (core academic subjects) must have a minimum number of hours. CDE has designed an alternative method of certification – 72 hours of additional training in Language Arts, Mathematics, Science, and Social Sciences for these teachers, and community colleges most probably will provide training as contract education.

- d. TTAC Update– *Barry Russell* – No report
- e. ETAC Update– *Barry Russell* -No Report
- f. SACC Update– *Randy Lawson*

Working on program and course approval handbook; projected completion date is January 2009.

- g. CIO/CSSO Leadership Institute – *Randy Lawson*

Myra Segal is primary contact for CSSO group. Proposed dates Dec. 3-5 for Institute, at Crown Plaza Hotel in Irvine.

XI. Regional Group Reports – *Regional Chairs* 10:45 a.m.

Melinda Nish:

- Some unhappiness about having 2 conferences up North, and with holding the spring conference in Sacramento.
- Have Joint Conference every other year.
- Online articulation w/CSUs – System Office problem.

Lunch

- XII. Academic Senate Report – *Mark Wade Lieu* 1:00 p.m.

April 17-19 Plenary Session

Resolutions: How AP is applied to GE – more students have AP credits
Change to discipline list – more non-master's disciplines are requiring specific bachelor's degrees.

4 Papers: Assuring Appropriate Use of Technology
Course Outline of Record – a Course Outline Guide
Grade Distribution
Sabbaticals

June 12-14: Leadership Institute

July 10-12: Curriculum Institute

Aug 10-13: Basic Skills Institute in Newport Beach: CTE and PT Faculty

Oct 1-3: Student Success Conference – sold out

Accreditation: 17 colleges on Warning and 3 on Probation.

XIII. Chancellor's Office Report –*Carole Bogue-Feinour, Vice Chancellor, Academic Affairs* 1:30 p.m.

- a. Changes to Course Master Data file requiring new course status
- b. BSI/BSRN

Basic Skills workshops, data collection, establishing benchmarks, addendum to literature review. Put in place an infrastructure for permanent Professional Development Center to teach faculty how to address needs of developmental students.

What would this look like? Central office with staff could be housed anywhere; perhaps some regional sites and electronic sharing and communicating.

Future of the Steering Committee: The current Steering Committee ends, but members have been recruited for the BSI II Steering Committee. Leige Doffney, Alice Murrillo, and Pam Deegan are our representatives.

XIV. "Concept Paper" Student Accounting Attendance Manual Addendum re. Academic Calendars and Course Scheduling – *Elias Regalado* (3 attachments) 2:00 p.m. attachment 7, 8, 9

Concept Paper, co-developed by System Office and Randy Lawson/John Nixon – presented at the Joint CIO/CSSO Conference, March 2006. Gave brief overview to Consultation Council in March. Decided to reach out for more feedback and develop final guidelines for compressed calendars as an addendum to the Student Attendance Accounting Manual. Section 5850 of Title 5 governs the collection of apportionment.

XV. Budget Report – *Erik Skinner, Vice Chancellor, Fiscal Planning* 3:00 p.m.
Budget is currently stalled. Education is doing better in the budget than other sectors, but 2009-10 budget may be even more grim.

XVI. Liaison Reports 3:30 p.m.
a. ACCE – *Lynda Lee*
b. CCL – *Jim Matthews*

Distributed Council of Chief Librarians Workplan 2008-10

XVII. Other

XVIII. Adjournment 4:00 p.m.

Next CCCCIO Executive Board Meeting is Wednesday, September 17, 2008