

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

**APPROVED MINUTES**

**Wednesday, July 18, 2007  
9:00 A.M. to 4:00 P.M.  
Room 4000-01, Chancellor's Office  
1102 Q Street  
Sacramento, CA 95814-6511  
(916) 445-8752**

*Free telephone connection available via CCC Confer for participants unable to attend in person.*

*Phone number: 866-316-1517*

*Telephone Pass Code: 47707243*

*Members present: Dave Bolt, Pam Deegan, Berta Cuaron, Linda Berry, Barry Russell, Pam Eddinger, Melinda Nish, Mitjl Capet, Renee Kilmer, Leige Henderson, Randy Lawson, Lori Gaskin*

*Executive Secretary: Claire Biancalana*

*Organizational liaisons:: Lynda Lee, Jim Matthews*

*Editor: Ed Buckley*

- I. Call to Order – *Randy Lawson 9:00 a.m.*
- II. Secretary and Treasurer Elections – *Randy Lawson*  
  
*Elections were concluded with both candidates receiving unanimous support.  
Treasurer: Dave Bolt  
Secretary: Linda Berry*
- III. Agenda Additions and Modifications – *Randy Lawson*
  - a. Basic Skills Initiative
  - b. July 19, 2007 Consultation Council
- IV. Introductions– *Randy Lawson 9:10 a.m.*  
New board members were introduced.
- V. Consent Agenda
  - a. Minutes of May 16, 2007 Meeting (Attachment 1) – *Alice Murillo*  
Approved as submitted with one minor revision to section IV a.
  - b. Treasurer's Report - *Dave Bolt* (Attachment 2)  
The report was accepted as submitted with the caveat that some Spring 07 conference income is still pending.
- VI. 2007-08 Budget – *Dave Bolt* (Attachment 3) **9:15 a.m.**  
The budget will be reviewed later for final adjustments reflective of today's discussion.
- VII. Executive Secretary's Contract – *Lori Gaskin 9:25 a.m.*  
The Board approved an adjusted 2007-08 contract amount of \$22,000.  
It was recommended that the contract amount be assessed annually and adjusted accordingly.
- VIII. Presidents' Reports **9:30 a.m.**

- a. Title 5 Language Issues – *Randal Lawson and Lori Gaskin*  
 Part I of the proposed revisions went to the BOG for second reading and action on July 9, 2007. Enactment of these revisions will be implemented by the System Office. (Pass/No pass to replace credit/no-credit; restrictions on withdrawals; allocation of units as related to total student hours; AA degree changes/elimination where no major is identified. etc.)  
 Certificates of completion or competency are reserved for noncredit programs. Credit certificates of less than 18 units need to find a new name for fall 08 implementation. The Board is seeking guidance from the regional groups for an appropriate name for these certificates.  
 Courses designed to be offered in any part as distance education, need separate curriculum committee approval. This does not include web enhancements.  
 Part II of the proposed revisions will go to the BOG in the fall.  
 Issues in Part II include 1) fourth enrollment after third withdrawal requiring administrative approval; 2) the CAHSEE requirement for community college high school programs and the portrayal of the unit requirements; 3) the acceptance of noncredit courses as credit courses thereby requiring student enrollment fees; and 4) limits on repeatability of noncredit courses that will need to be established by 2009.
- b. June Consultation Council Report - *Randal Lawson*  
*Randy describes the last meeting to be a session where strong collaboration and cooperation between the faculty, CIOs and CEOs was evident.*
- c. July Board of Governors Report - *Lori Gaskin*  
*Three Board members were not confirmed by the State Senate. These Board members can still serve for another year.*  
*AB 361 was adopted as a permanent regulation.*  
*SB 272 was supported, which provides priority enrollment for the first semester a veteran comes to college.*  
*SB 890, "early commitment to college", was recommended for tracking while issues raised are reviewed.*  
*It was recommended that we watch for AB 1559 related to nursing programs.*
- d. CCCCIO Priorities - *Lori Gaskin*  
 Priorities recommended by the field were reviewed. Lori also shared her goals for next year. Combined, these will guide the organizational goals. Goals will be formulated for review and approval in September.
- e. Basic Skills Initiative Requirement - *Randal Lawson*  
 The only item currently required in the System Office is the certification signed by the CEO. This was due July 9, 2007 and is still being accepted. The Basic Skills Steering Committee notes of June 29, 2007 were distributed.
- f. CCCCIO PAL (Partners in Academic Leadership) – *Lori Gaskin* (Attachment 4)  
 This is a proposed mentorship program for new and interim CIOs. The Board supported the concept and Pam Deegan agreed to coordinate the program for a minimum of two years. Regional chairs are to identify new CIOs (permanent and interim) and potential PAL mentors from their region.

IX. Academic Senate Report – *Mark Wade Lieu 11:00 a.m.*  
 New academic senate leadership team was shared. The names and committees that they chair are included on the Academic Senate website.

X. Conference Reports 11:45 a.m.

- a. 2007 Fall Conference (October 31 – November 2) Monterey Beach Resort  
 Possible theme: Psycho CIO. There will also be a pre-conference program for new CIOs on October 30, 2007. Possible session topics were discussed.
- b. CCLC 2007 Conference (November 15-17, 2007) San Jose Fairmont  
 We are scheduled to host three presentations.

- c. 2008 Spring Joint conference (March 26-28, 2008) San Diego Holiday Inn
  - i. Length of conference should probably be as usual.

Lunch

- XI. Members' Reports and Issues 1:00 p.m.
  - a. Listserve Issues and How to Manual– *Barry Russell* Facebook **Postponed**
  - b. Review of Regional Structure - *Lori Gaskin* **Postponed**
  - c. Consultation Council Assessment Task Force – *Pam Eddinger*  
There is agreement amongst the task force members that one single assessment is not the best practice. Time was spent in understanding what is “assessment” and the focal point of this group’s task. Finally, there was a call to document what assessments are currently in place in the community colleges. The survey to colleges is forthcoming.
  - d. News and Views - *Lori Gaskin*  
Please email ideas to showcase to Lori Gaskin or Ed Buckley. PAL was recommended.
  - e. Committee Assignments: The list of committee assignments was reviewed for CIO representation. New assignments were made and the revisions will be on the CIO website. *Lori Gaskin*
  - f. Curriculum Institute – *Pam Eddinger*  
Half of the attendees were new faculty curriculum chairs. Topics included: Title 5 revisions, mandatory prerequisites, stand alone course approval training, etc. The Institute included a session to certify the 150 participants on the Stand Alone course approval process. Additional certification training sessions are being planned by the System Office.
  - g. ETAC – *Barry Russell* **Postponed**
  - h. TTAC – *Barry Russell* **Postponed**
  - i. July 19, 2007 Consultation Council  
The agenda was reviewed to solicit Board commentary.

- XII. Chancellor's Office Report –*Carole Bogue-Feinour, Vice Chancellor, Academic Affairs* 2:15 p.m.  
The Basic Skills Initiative future funding will likely consider performance. Therefore, proposals for research projects to document performance will likely become part of the initiative. A discussion also ensued regarding what courses qualify as a basic skills class; a course that is below college level and not degree applicable as determined by the individual college.

A review of proposed data element dictionary codes generated recommendations for System Office consideration. This included the use of one rubric to identify all courses.

A CPEC report was shared which included several recommendations such as 1) move all CSUS remediation into the community college and 2) **identify CPEC as the organization to whom institutions are accountable??** A discussion provided Carole with some ideas for consideration.

- XIII. Budget Report – *Eric Skinner, Vice Chancellor, Fiscal Planning* 3:00 p.m.

Budget has yet to be approved because there is a budget deficit to be resolved. It is still unsure if education budgets will be impacted. Closure can come as soon as next week. Two percent growth is included and a 4.53 % potential for COLA. An \$80M base reduction was initiated because of unused base funding in recent years. One time funding has been paired back to \$27M.

- XIV. Liaison Reports 3:30 p.m.
- a. ACCE – *Lynda Lee*  
The fall conference will be in Palm Springs. A drive through workshop is also planned.
  - b. CCL – *Jim Matthews*  
An annual data survey is expected to be completed this year. Training is planned for the field. Information competency as a college requirement is being discussed by the group.
  - c. CCCAOE – Next conference will be in Palm Desert.

XV. Other

Adjournment 4:00 p.m.

**Next CCCCIO Executive Board Meeting is Wednesday, September 19, 2008**