

CALIFORNIA COMMUNITY COLLEGES CHIEF INSTRUCTIONAL OFFICERS
EXECUTIVE BOARD MEETING
Minutes
Wednesday, January 19, 2011
9:30 a.m. to 3:30 p.m.
Executive Conference Room, 3rd Floor, CCCCCO
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: 394680

1. Call to Order – *Melinda Nish* 9:30 – called to order at 9:37 am. No one on phone. Introductions were made –present were Melinda Nish, Claire Biancalana, Pam Deegan, Sharon Lowry, Debbie Ikeda, Meridith Randall, Francisco Arce, Marcy Drummond, Mary Kay Rudolph, Kerry Campbell-Price, Norma Ambriz-Galaviz. Beth Smith from the Academic Senate, Mark Wade Lieu from CCCCCO, the CCCAOE President John Means and Jim Mathews were also present. LeBaron Woodyard and Stephanie Low from CCCCCO also joined for part of the meeting.
2. Agenda Modifications – Melinda Nish reported that Mark will give Basic Skills update after Minutes. Larry Buckley will be joining by phone at 10:30; his report was moved after number 7. Course maximums will be discussed by Beth Smith. Francisco asks if we will have new Business in order to discuss FON and 50% law. Those were added before Adjournment.
3. Consent Agenda Committee Reports – Melinda Nish—Asks if any should be pulled off. It was moved and seconded to approve the reports, one abstention from Norma.
 - a. ASCCC Educational Policies 10-23-10 (attachment 1)
 - b. ASCCC Curriculum Committee 11-3-10 (attachment 2)
 - c. TTAC 11-17-10 (attachment 3)
 - d. Basic Skills Advisory Group 11-30-10 (attachment 4)
4. Minutes of October, 21 2009 Meeting - *Meridith Randall* (attachment 5) – Move to approve from Mary Kay, second from Debbie. Approved with no opposition or abstentions
5. Mark Wade Lieu Basic Skills report – Mark reported that he will monitor BSI as part of job; he is in his third week in job at CCCCCO. Will prepare memo about midterm expenditures, will NOT be due Feb 1. Wants to work on support for colleges from CCCCCO re BSI. What do colleges actually need as support on statewide basis? Will interface with CSN. Will contact all of us to find out what works and what does not. Will contact CIOs or someone else on campus. Mary Kay – should we be spending every year to show we need it or should we stockpile? Mark – this is a conundrum, because it will convince Legislature to give us more if spent, but may not be prudent. Do have 3 years to spend. Don't hold for multiple years, but one year carryover is OK. Mark is not so scared of losing it; it's the only money going to student success right now. No talk of flexibility. Want to revise report before sending out this year and timing can be weird anyway, so that's the reason to change due date. (Dennis joins on the phone.) (Mark leaves.)
6. Treasurer's Report – *Larry Buckley* (attachment to follow) (at 11:05) – Sent documents to Board members previously. IRS status: had been fined, sent warnings, we responded, got response last month that it is all resolved for 2009. For 2010, asked for extension until 2/15/11, accountant working on it. Mary Kay – we should send letter to remind them about resolution of 2009 issue. Final budget: Larry had made mistake at July meeting on final balances for May and June. Larry redid it and is resubmitting formally to CIO Board. Pushed some checks and expenses into July, which was incorrect. June 30 ending vs. July 10. Mistakes also affected 10-11 budget. Opening savings account: problem with designation as govt agency. Claire sent records, met with BoA, sent to their Sacramento office, very complicated. Hopeful it will be resolved soon. Claire – we do not want to reincorporate, can take years. Current balance sheet: Changes for July, don't have December actuals yet. Conference income \$33,000, but budgeted only \$22,000. Knew it would be bigger. Costs were \$30,000, offset by additional fees. Made \$11,000 more in fees, \$9,000 more in expenses. Claire – they need to reconcile figures, hers are not the same, some income is membership, not conference. She shows \$6,000 net from conference. \$70,000 total in income, need to be allocated correctly, but bottom line won't change. \$290 to Mark Lieu was old debt for travel. Executive Board table: all checks written since beginning of year. Has not used CIO credit card this fiscal year. Pam – how much do we have? About \$17,000 left in budgeted amount for year, checking account has \$125,000 and \$11,000 in business rate account. Larry would like to send Board members monthly reports to cut down on time used at meetings. Melinda says OK.
7. President's Report – *Melinda Nish* 9:45 (after Item 8)
 - a. Consultation Council Update – (at 10:45) Meeting was held about pre-requisites, but it was hard to participate on phone. Melinda asked us to read proposed changes, Dennis is our representative. Adverse impact issues have

been addressed. Melinda wrote letter about that. Only 2 people gave feedback, so can only conclude people are OK with language. Hard to gauge feeling about adverse impact. Renee – voices have already said what they needed to about that issue. Beth was at meeting, too. Discussion both for and against at meeting. Beth – adverse impact is major complaint, access vs. success. First reading, so just discussion. Second read in March. Has been a Senate proposal for a while, now CCCC has taken it forward. Now a window for comment, so take advantage if you want. Likely to hear mainly from those opposed. Senate will call curriculum chairs for letters of support. Francisco – MALDEF players are gone, may not be broad understanding at this point. At Consultation Council, also discussed funding for Centers and new colleges.

8. Conference Reports – *Dennis Gervin* 10:00

- a. 2010 Fall Conference: Evaluation and budget recap (attachment 6, 7) -- Evaluation forms reviewed. Dennis said CIOs valued chance to discuss and work in groups. Also inspired by Rocky Young, but did not have time to follow up on it. Longanecker good, but again, too fast. Claire – many commented that they don't like being read to. Pam – great attempt to liaise with ACCJC. Too much on agenda. Melinda – relations with ACCJC starting to bear fruit, asked Randy Lawson to be at a training after that. Also asked Dennis. Dennis – they see value in interacting with us, so worth the pain of the presentations. Meridith – my region felt that it was soft-pedaled and that we need to press on the issue of ACCJC conducting training, as other regional accreditors do. Melinda – there was a longer-term reason. Beth – RP group report is following up on training. Senate can partner with CIOs on making it work, use Senate accreditation institute. Melinda – RP group got a lot of input on report. Renee on task force which is meeting tomorrow, will send something out. Renee – high percentage of new CIOs, so others may have been bored while new ones were not. Debbie – talked to Beno later, Debbie told her it was not very detailed, Beno said it was intended for new CIOs. Melinda – we sent verbatim comments to ACCJC. Budgeted \$37000 income, took in \$36000, but ultimately made \$6000. Very good attendance and also at 411. Value to mix old and new CIOs. Claire – budget does not match Larry's, confusion about conference and membership, Claire and Larry will fix it.
- b. 2011 Spring conference: Proposed agenda (attachment 8) – Dennis – people wanted focus on leadership, less operational, based on Rocky's ideas. Setting aside time to work on big ideas. Longanecker coming back and also Rocky to lead session. So far, looks like they will come. Wednesday will be Don Berz and John Spevak, will refine topics. Ideas needed from CIOs. Thursday, Longanecker will speak with newer data and then discussion. Afternoon, breakout sessions with facilitators. Friday, hot topics from CCCC and CalPASS demonstration. Also CurricUNET. Need feedback for Weds afternoon. Melinda – focus on leadership. Group feels it is a good idea, Pam feels people need time to discuss, don't make it too structured. What are big ideas in each region? Francisco – we could survey CIOs. Dennis – are we local or a system? Could determine what we discuss. Francisco – don't have good way of finding out regional issues and presenting on website, for example – we use old ways of communicating, like listserv. Need some help. Melinda – communication has been issue with us for a while. Renee – survey monkey is good vehicle. Could be good discussion at conference. Mary Kay – region hard to get together, no commonality, may need to realign, Los Rios not participating. Renee – but is realignment a conference topic? More of a Board topic. Melinda – how to meet with regions? Dinner or breakfast? Pam – report out not useful. Dennis – breakfast is better. Melinda could give general report at dinner and CIOs sit wherever they want to network. Regional meetings on Thursday morning because some leave on Friday. Start Longanecker a bit later. He was too quick at fall meeting, people wanted more data. Can give handouts beforehand, connect to Weds discussions, big picture and tie together Thursday afternoon. Start to talk about action. Eg, what is our role in supporting 1440? Basic Skills? Let participants decide. Dennis – but don't lose bigger discussion, keep group dynamic. Mix of breakout and big group discussion. Blocked out 4 hours. Some structure, but not too much. Francisco – can we get Martha Kanter for keynote? Dennis will ask, or at least for next fall. Melinda – if anything CTE or BSI related, can use that funding to attend conference. Longanecker relates to BSI and we are all focusing on CTE. Renee – moving from compliance to leadership in CTE programs. Dennis – CalPASS good for CTE. Melinda will suggest using those funds and how conference relates to BSI and CTE. Francisco – concern about order of workshops, everyone mentioned for Spring Conference has presented in past, what's new? Melinda – people from fall wanted more time to discuss the ideas of these speakers. Conference will take more time to discuss and figure out action plans. Renee – student success is big picture, impact of that "agenda" on the colleges could be topic. Undefined. May seem like the same thing since it's the same people. Debbie – other big issues, budget cuts, effect on schedule. Dennis – hearing more about completion, content will differ even though same people present. CurricUNET will work on substantive change. (Dennis exits call.) Melinda needs to make conference attractive. Pam – seems more theoretical, but have newbies who need practical. Jim – what are political landmines? Helping people deal with issues when putting out fires. Can give Don and John examples. Pam – newbies will need some practical advice as well as big picture. Renee – how to be a strong effective CIO? Melinda – will talk on conference call next week and get back to everyone. Francisco -- need some women and diversity on conference panels.

- c. 2011 Fall Conference - The Dana, San Diego, October 26-28, 2011 – Just dates at this point, not combined with any other group. No response from CSSOs, don't know if they're still angry. Not useful to combine with them, usually diverse topics.
- d. 2012 Spring Conference – Westin SFO, April 18-20, 2012

9. Member's Reports 11:00

- a. CCCCIO Manual - *Pamela Deegan* – has been talking about this for years, there's nothing for a new CIO to read. Talked to Dona Boatright about joining as well as Randy Lawson and John Nixon. Will work on writing a manual. Could possibly charge, update as years go by. Debbie – do in binder format. Will involve some cost, will need to determine budget, vote to support it financially. Voted to move forward. Pam will present outline at March meeting.
- b. Best Practices from ACCJC – *Meridith Randall* My region wanted to emphasize training from ACCJC, not just learning from one another. Melinda – is a recurring agenda item, won't drop. How does Hawaii feel? Seem to support ACCJC. Jim – other commissions have more staff, we may have to pay more if they train us. Could find way to share commendations so can form a network to call each other. Can use website. Still want to have training from ACCJC too. Use various venues to press issue.

10. Liaison Reports-11:30

- a. ACCE – *Kerry Campbell- Price* – Dealing with budget, concern about priorities for non-credit. How to serve lifelong learners with community extension. Two one-day conferences scheduled in March.
- b. CCCAOE – *John Means* – Similarities with organizations, challenges with this and FT job. March conference is same dates as ours. Four strands: SB 70 pathways, EWD, career ladders project and industry collaboration. Same issues about trying to have longer discussions, but not able to pull it off. Second attempt to have sponsors. Wants joint conference again with CIOs, talks are proceeding. At conference, will discuss using data/core indicators to drive programming/elimination. Lots of landmines around the issue. Also dean trainings.
- c. CCL – *Jim Mathews* – Appreciates not being last. Reported on database consortium work. Contracted with someone for environmental scan, what media are used by students. Statewide and regional data will be gathered, also useful for accreditation. Got survey completed by 87 colleges, catchup after 3 years. Reforming library advisory committee, Susan Lamb is CIO rep. TTIP cuts killed libraries, no way to get any money from colleges under current budget situation, would save money to have consortium, but politically impossible to do consortium purchasing. Sharon – why can't state have contract and bill each district? Jim was asked to bring up in future, time may be right for these ideas. Beth – Senate can help. Jim – lost CCCCO library person, has lost impetus. CIOs support this idea that statewide purchasing can save money, will bring back to March CIO meeting. Melinda will communicate with Susan.

Dennis and Jane at Student Success Task Force, Melinda distributed list of members and contact info.

Lunch

11. SB 1440 Webinar Training - *Melinda Nish, Stephanie Low, Beth Smith* 1:00 -- Beth – pedagogical factors in setting course maximums, Senate has started to look at it, and marry it with other constraints. Curriculum Committee will write paper on it. Wants input from CIOs. What should we consider? One factor is academic honesty, big classes lead to issues with that so that instructor can manage and monitor testing. Maximum has to apply to all courses, not just best teachers. Debbie – can RP group look at how size impacts student success? Melinda – my college negotiates max for each course, was "horrible" process, did not have solid data. Very divisive. Mary Kay – why is Senate doing it? Will just lead to predictable issues. Beth – where will union get the number? Melinda – should be from RP group, criteria, not numbers. Senate will do criteria, not numbers. Sharon – decided by curriculum committee. Beth – but still need criteria. Pam – bad timing right now, territoriality v. pedagogy. How do we explain to students on waiting lists? Meridith – it will be helpful to have criteria from statewide Senate. Marcy – had a default of 34, had to have multiple sources to support having a different limit, ultimately only 20 had changes. Melinda – information from outside California would help. Beth – will develop model for local curriculum committees, but not prescriptive. Stephanie – Barry will co-host discussion about budget and scheduling currently on listserve. Webinar training took place at this point. "Training for Implementation of CEC section 66745-49" Available next week. Need CIO feedback, first test run. Beth reviews slides with feedback. Preparation is for majors at CSUs. Students still need to know where they're going early on, always have students that change plans. Intersegmental collaboration has been good. Name is "AA or AS in (major) for Transfer." AA-T or AS-T on transcripts. Still working on 2.0 in major or GE, no local requirements. Intersegmental Curriculum Workgroup is working on it, Senate appointees have final approval of TMC. Local colleges may be missing some courses that they want to develop. Started with LDTP and started with easier majors – should perhaps explain that on slides. Stephanie – faculty can ask for some to be considered next. Melinda – we were

asked to wait in fall, now the message is to go with TMC. Certification of whole degree by local CCCs, not just GE, likely. Does not yet work with UC. AS-T only used for STEM and CTE, AA for everything else. High unit majors still an unknown, anything at CSU over 120 units, no list yet. Has to start locally with discipline faculty. Communication Studies and Psych done, can be submitted starting on 2/14/11. More coming in March, can be submitted on 3/28/11. Timelines passed out. Burden of work and training on curriculum committees. Debbie – need to let CIOs know when new TMC are being developed. Student Services needs to do information for students, etc. Check policies that require local degree requirements, may need to change. Follow up with Board on how degrees work out, Senate can help. CSUs expecting students in Fall 2012. Local CSU still not clear for all colleges. Catalog placeholder language distributed and explained by Melinda. Will need addendum if more transfer degrees approved after catalog deadline. CSUs will determine which of their majors match up using major codes. Guaranteed to CSU system, priority to local CSU. Stephanie shows form to use, fill out columns locally. C-ID or articulated with Assist/LDTP, since not many C-ID yet. Shows PPT on Chancellor's Office approval process. Changes to Form 501 adding options. Some parts of narrative still required, so can begin work on those. 510 can also be used if in same TOP Code as an approved program. Also a process if NOT using TMC, which includes justification for not using TMC. But please use TMC or CSUs will not play. Better to replace degrees than add the transfer degrees. For CTE, always need to provide Labor Market data. CIOs applaud work of ICW.

12. SB 1440 Common Catalog Language – *Melinda Nish* 2:00 – see above.
13. SB 1440 Oversight Committee Report – *Pamela Deegan* (attachment 9,10)2:15 – Met in November and December, will meet again on February 2. Mainly focuses on policy and politics. Offers list of members. Most work done with subcommittees. Sent notes. Order of acceptance for students discussed. Students with transfer degrees will be taken first over other degrees. CSUs will take more transfer students if necessary and cut down on freshman admissions. Renee – local first? Yes. Not clear what will happen to non-local with transfer degrees. “Local” still not defined. CSUs wanted all 60 units from one CCC, but gave up on that. Questions about transcribing and certification. CSU also wanted students to choose pathway as soon as enter CCC, gave up on that. If students transfer, which TMC applies – old CCC or new one? CSUs being cooperative. American Institutions still an issue, language of bill precludes us requiring it. 2.0 issue – may want higher GPA for impacted major or for non-local students. Need more clarifications. If higher GPA required, need to let students know. Stephanie – hearing that Chancellor Reed is asking that all impactation requirements be the same system-wide. Pam – need to wait for some resolutions before changing language.
14. CCCCCO Report – *Stephanie Low* 2:45 – Stephanie had nothing more. LeBaron Woodyard -- will send out packets for flex calendar this month, due July 1, flex committees should be meeting now. DE survey: 58 colleges will be a part of providing data, about 50,000 students. Got 10% response rate last time. Preparing DE biannual report for BOG, will include this data and MIS data. Annual growth of 17% in DE enrollments, will grow at faster rate in next couple of years. Also doing institutional survey, need to update list of DE Coordinators. Will address LAO report issues, like student verification and retention. Wants to work on retention issues, share best practices. High touch seems to work, lots of challenges and costs. Francisco – FON and 50%: his president wants to have the BOG relax FON and 50%. Melinda – at Consultation Council, discussion is that colleges have 14-17% in reserves, so faculty unions oppose this. CBOs are conservative because we know the cycles, not just stockpiling. Sharon – part of the problem is deferrals, need to have money set aside. Melinda – Jack Scott is sympathetic, but does not feel we have political power to change 50% or FON. Renee – not new issue, not new response. Need CIO position on this, discuss at conference. Meridith – my college will be a test case on 50% Law and hear our fate in March. Norma – LAO says they have not heard much from field on 50% and FON. Melinda – we need to work with Barry. Pam – should be multi-pronged approach. Melinda – can do quick survey on the two issues. Group agrees to do it. Melinda will talk to Barry and other rep groups, put on agenda for March. Will do 411 academy, get word out.
15. Adjournment – at 3:40.

Next Meeting: March 23, 2010, 9:00, Monterey Marriott