

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

Approved Minutes
Wednesday, May 19, 2010
9:30 a.m. to 4 p.m.

Kim Sherk (CCCAOE Representative), Pam Deegan, Claire Biancalana (Executive Secretary), Ray Maghroori, Melinda Nish, Renee Kilmer, Meridith Randall, Denise Gervin, Randy Lawson, Dave Fishbaugh, Mary Kay Rudolph. Kerry Campbell-Price (ACCE Representative), Regina Stanback Stroud (guest), Jane Patton and Richard Mahon (ASCCC), Barry Russell and Erik Skinner (Chancellor's Office)
By phone: Sharon Lowry; Jim Mathews (CCL Representative)

Free telephone connection is available via CCC Confer for participants unable to attend in person. Telephone conference line: (888) 886-3951. Telephone Pass Code: 6843843

1. **Call to Order** – *Renee Kilmer* 9:30
2. **Agenda Modifications** – *Renee Kilmer*
3. **Consent Agenda**
 - a. Minutes of March 17, 2010 Meeting (attachment 1) – *Linda Berry* Minutes approved.
 - b. Treasurer's Report (attachment to follow) – Claire reported there are 90 paid members for 2009-10. Larry is out. Report will be submitted in July.
4. **President** – *Renee Kilmer*
 - a. **July Organizational Meeting** (attachment 2) – July 14th. Both outgoing and incoming representatives will be present.
 - b. **President Elect Nominations and Election** : Dennis Gervin has been nominated and elected by acclamation effective July.
 - c. **Election of Regional Representatives** (attachment 3)
 - d. **Consultation Council Report**: May Revise.
 - e. **Spring 2012 Conference with ASCCC**: Spring 2011 will not be a joint conference.
 - f. **Committee Member Reporting Responsibilities**: Long list of committees; committee members do not regularly send notes. Mary Kay will send template as best practice re notes.
 - **Accreditation** –(added by Randy L) – proposal to ACCJC regarding team members. Meeting with Commission to design training is scheduled with John Nixon, Renee, Melinda, Jane Patton on May 28th. They will discuss what kind of training is needed and how can training be improved.
5. **Regional Updates** – (*Regional Chairs*)
 - Southwest Bay - Dave Fishbaugh: CC Confer Conference and dinner meeting at Mission College; topic of collaboration among colleges on expensive programs was discussed.
 - East Central - Dennis Gervin: haven't met since Spring conference.
 - West Central - Sharon Lowry: meeting June 11 in Santa Barbara and having election.
 - North Central – Mary Kay Rudolph: difficult to meet; phone meetings w/good dialogue.
 - Far North – Meridith Randall: lot of turnover in CIOs.
 - South Coast – Melinda Nish: meet regularly. Continue to meet with CSSOs about matriculation issues; self-defining what core curriculum should be.
 - San Diego/Imperial Valley - Pam Deegan – meets every other month. As a group we need to address the challenges of being CIOs.

As a Board would we be interested in paying someone to compile documents and send out to all CIOs – data collection and data analysis/synthesis; will put on July agenda.
6. **Conference Reports**
 - a. **2010 Spring Joint Conference Evaluation**, Hilton Inn Financial District, San Francisco – *Melinda Nish* (attachment 4)

- Session Comments: sessions well-received; conference well-attended; good cross pollination. Not as many CIO as CTE presentations.
- b. **2010 CCLC Conference, Pasadena Convention Center November 18-20, 2010**, Theme: *Sustaining the Legacy: Making a Difference*, proposals due June 4, - *Melinda Nish* (attachment 5)
 - Good opportunity to educate trustees on issues such as reduction of avocational and recreational courses and the role of Board members in developing curricula.
 - “Honing the core mission during difficult financial times.” – Pam Deegan and Barry Russell.
 - “Sibling Rivalry – How to Make a Multi-College District Work” – Melinda Nish and Dennis Gervin.
 - “Hot Topics in Curriculum” – Sharon Lowry, Randy, Dennis, and Statewide Senate reps
- c. **2010 Fall Conference, October 27-29, 2010, Dana on Mission Bay, San Diego**
 - Dennis Gervin will plan conferences working with Claire B.
 - Want to work on Accreditation for Fall conference; should we devote a day to accreditation? Where are the best practices in.....SLOs etc. Show models; ask colleges for best practices. Collaborative solutions to accreditation and beyond – how do you work with CBO, CSSO, etc. What about substantive change – and include ACCJC in the conversation? Budget and planning integration? Who has commendations, and who was placed on Warning and resolved it? Who has a Director of Institutional Effectiveness? Modern terminology for “planning.” This department could be the planning and research department. (see pg. 11 of Guide to Evaluating Institutions). Also schedule in Senate presentation, as well as program submission in Curricunet.
- d. **2011 Spring Conference March 23 – 25, 2010, Monterey** (attachment 6)
 - Possible venues: Monterey Plaza Hotel; Marriott downtown. Marriott was chosen as the conference hotel.

7. Member’s Reports and Issues

- a. Relations with For-Profit Educational Institutions (attachment 7, 8)– *Ray Maghroori*
 - Concern for region; sensitivity of stock market to For-Profit Ed Institutions. These institutions are becoming more aggressive in recruiting students who are not financially sophisticated. Student loans are not wiped out by bankruptcy. Ray is requesting endorsement of a statement from Region 9 (see program from Frontline that addresses this issue) requesting that CCCCIO not endorse any For Profit institutions. The statement will be put on the CIO Exec agenda for July for discussion.
- b. Senate Bill 1440 – *Mary Kay Rudolph*
 - Negative implications – transfer degree for students. Requires CCs to grant an associate degree for transfer to CSU, requiring CSU to grant junior admission to those students.
 - Students need to fulfill requirements for degree and transfer, including 18 units in major or area of emphasis. Academic Senate is asking that the bill be permissive rather than mandatory; currently the bill says that CCs would have to accept whatever is designed. CSUs only included with CCs. UC’s cannot be dictated to. In most cases it would be a modification of current degrees in the field. Tremendous support for bill; would need to have Title 5 language to implement.
- c. Title 5 Changes to Prerequisites (document emailed 5/14/10)– *Dave Fishbaugh*
 - Disproportionate impact – how to assess; documented content review; reinvigorate investment in training. Academic Senate: discussing the prerequisite issue and enrollment management. Do we fully understand the process of assisting students with academic success? What are all the factors currently in play that affect retention rates? How do we ensure that prerequisites are valid, bias-free, and necessary for success? Is there a systematic exclusion of populations through what is occurring? Should there be more accountability for training on content review?
Regina expressed that the use of content review alone to validate prerequisites is problematic because content review alone is not empirical validation, nor does it ensure that the prerequisite is necessary for success. She indicated that currently content review *is pro forma* that most colleges complete by including a Xeroxed copy of preprinted outcomes on the curriculum packet. Regina indicated that she did not believe curriculum committees actually

engaged in a discussion of the content review. Additionally Regina expressed that black and brown students are disproportionately impacted by processes and policies that exclude access. Relegating students to basic skills sequences that we all know do not work basically removes the opportunity for a college degree from many students who are disproportionately black and brown—at the same time that resources are limited, the civil-rights programs that support them have been decimated, CSU students are redirecting and bumping out traditional students, there is an effort to require assessment testing on entrance, there is an effort to increase the non-credit limit. Finally, the language requiring consideration of disproportionate impact has been removed. All of this, combined with the proposed policy represents deficit based thinking and assumes the deficiency is all in the student – not the pedagogy, teaching style, content, sequencing, or assessment and placement. Rich indicated that he did not anticipate a rush to add prerequisites by faculty all across the state. He indicated that the senate wants to provide training for local curriculum committees on the correct way to do content review. He acknowledges that it has not been very rigorous. Rich indicated that the disproportionate impact language will be added back. They thought it was not necessary because it is included in another area of Title 5. Rich indicated that the correct prerequisite is necessary to support student success. This item, scheduled for action at the next BOG meeting, has been changed to an information item. Re-agendize for July CIO Board meeting.

- d. 50% Law – *Dennis Gervin*
- e. 75:25 Law– *Dennis Gervin*
- f. Dealing with the Back Fill for Categoricals– *Dennis Gervin*
- g. Apportionment for Non Credit Dancing and Recreational PE Courses– *Dennis Gervin*
- h. Budget and Enrollment Plans for 2010 - 2011– *Dennis Gervin*
- i. Avocation Courses– *Dennis Gervin*
- j. Flex Calendar Revival – Barry – re-establishing baseline data of flex days for colleges. This should assist new CIOs; affects apportionment. Colleges must be accountable for flex day activities.
- k. SACC Report – *Randy Lawson*: 1. Title 5 language has been developed re repetition and re-enrollment in non-credit courses – the college must have a policy. Having no limitations may actually deny access to new students because of continuous enrollment of students. SAAC agreed to the language. 2. Title 5 regulation that addresses limitation of 30 units in basic skills courses. Subcommittee recommended that the regulation be repealed. Some opposition due to financial aid restrictions. 3. Withdrawal and Repetition subcommittee: recommendation that the Chancellor’s Office release only the Guidelines.
- l. AB 1807 and SB 1143 – *Dave Fishbaugh*
 - SB 1143: alternative method of calculating ftes – at census and completion. System Office is opposed, as well as the Academic Senate. Bill’s author is not backing down. This may be moving to a new funding mechanism.
 - AB 1807: play names of adjunct faculty on re-employment list with first refusal of a teaching assignment. This is a collective bargaining issue. Suggested topic for Fall Conference – how to work with adjunct faculty on hiring issues.

Lunch

- 8. Academic Senate Report –*Jane Patton and Richard Mahan* 1:00
 - Resolutions from Senate Plenary:
 - 1. Minimum Quals and issue of equivalency. Did not pass.
 - 2. Resolution that non-credit min quals go on discipline list
 - 3. Position on accreditation issues: resolution that Jane is authorized to work with Task Group.
 - 4. Reciprocity of GE courses within colleges.
 - 5. Elections: all officers returning.
 - 6. Passed 2 equity papers.

7. Participating on CCC Assess project. Polling faculty about desired assessment instruments. Need to work on multiple measures.
 - Curriculum Institute
 1. Multiple measures; prerequisites; Beth Smith will be Curriculum Chair. Richard will be Ed Policy Chair.
 2. CIOs encouraged to go to Curriculum Institute.
9. Budget Update – *Erik Skinner* 2:00
- **May Revise:** 19.1 billion shortfall. 7.7 billion shortfall for this year. 12.2 billion will be in cuts due to lack of federal funds etc. Governor’s commitment to higher education. Legislature refuses to gut health and human services – many demands on the table.
 - **Proposed:** Changes for colleges are fairly technical. Biggest shift - CalWorks program elimination: Governor would back out TANF funds; leave \$27 million with colleges but remove CalWorks label. 2.2% enrollment growth to be funded if this budget passes. Negative COLA (-\$23 million). Cutting EOPS by \$10 million – shifting funds to career tech programs. SB70 taken out of block grant. Suspending full-time faculty obligation. State cash position is weak. Encouraging that Governor has made education a top priority.
 - **LAO:** Give growth funds but raise student fees to \$40/unit.
 - LAO wants to cut \$150 million out of budget system wide by cutting credit PE courses. Create district level caps on PE. Looked at Fall 2009 to determine the \$150 million. Athletics is included in this. Questioning why PE is the 3rd largest area of instruction. Richard: these cuts need to be addressed through our local planning processes. Send list to Barry and Erik of classes we have moved out of our curriculum and in some cases offer in another mode such as community education. Keep integrative planning in mind as we make cuts.
10. Chancellor’s Office Report – *Barry Russell* 2:30
- a. BSI: Pam represented us at a meeting; flexibility; probably will not occur. Need a state-wide advisory committee on BSI. Competitive process of funding for BSI?
 - BSI expenditure reports. Should not be as much carryover from year to year, but institutionalization is important. Does not require the CIO signoff, although the CIOs are usually responsible for administration of funds.
 - How does the System Office collect data on how successful colleges have been in implementing their plans? After 3 years of the 5 year plan, should colleges identify where they are? Perhaps goals will change after assessment of progress. Complete a skill-gap analysis. Renee recommends not having to complete an entirely new document. There are 2 questions: What are you doing with the money? What is happening in basic skills at your college?
 - b. Credit for Prior Learning Experience: This is different than credit by exam. Several years ago colleges were told to stop doing this.
 - c. College Catalog Guidelines (joint project with PIOs?): what is supposed to go into catalog? Actually, more an accreditation issue than a Title 5 issue. Barry suggests a White Paper on good practice for college catalogs. Include that official catalog can be an electronic catalog. Prerequisites must be printed in the catalog. What does ACCJC say about printed catalogs? Does UC Office of the President require a printed catalog?
 - d. Graduate Community College Leadership Programs: Charlie Reed of CSU spoke to BOG about leadership issues and succession plans. Focusing on faculty and dean-level positions. CSU Northridge is interested in this. ACCA has approached the Statewide Senate about training faculty for leadership roles.
 - e. Faculty communication with the System Office: questions about programmatic issues will be referred back to college CIO; responses via email will be copied to college CIO.
11. Liaison Reports 3:30
- a. ACCE – *Kerry Campbell- Price*:

Non-credit grading system – satisfactory progress grade. Will there be a redefinition of the 10 non-credit areas? New accreditation standards will include evaluation of community ed and contract ed.

- b. CCCAOE – *Kim Schenk*: Fall 2010 conference theme is “What If?”
CCCAOE is speaking to cuts in EOPS .
AB 1903 (in process) would require that services provided by the existing labor market information system would include a comprehensive search engine that includes database of higher ed CTE programs.
Stephanie Leach will come to System Office from Dept of Labor ...Allied Health and Nursing.
- c. CCL – *Jim Mathews*
CCL presented options to the Chancellor’s Office for a statewide database purchase in order to save 50% on current database costs. Three scenarios were presented, for \$1M, \$1.5M, and \$2M statewide purchase of databases. CCL will pursue options to find the funds to implement such statewide programs. Jim made the following announcements
- Pursuing ideas on collection of SLOs.
 - Dr. Laurel Jones is now at Mission College as President.
 - TTEAC meeting – Library world discussing authentication.

12. Adjournment

Next meeting July 14, 2010