

**California Community College  
Chief Instructional Officers  
Executive Board Meeting**

**Approved  
MINUTES**

**Wednesday, October 29, 2008  
8:30 to 11:15 A.M.  
Sir Francis Drake Hotel  
Chart Room  
San Francisco, California**

1. **Call to Order** – *Lori Gaskin*
2. **Agenda Modifications** – *Lori Gaskin*
  - 4.e. CFT Letter to ACCJC; 7.c. Increase compensation for News and Views Assistant
3. **Consent Agenda**
  - a. Minutes of September 17, 2008 Meeting (attachment 1) – *Linda Berry*  
Approved minutes w/ no corrections
  - b. Treasurer's Report – *Dave Bolt*  
Healthy net budget. Budget report approved.
4. **President's Report** – *Lori Gaskin*
  - a. **SACC update**
    - SACC update: program and course approval handbook will be updated by spring – Stephanie Low was waiting for Title 5 updates.
    - Curricunet- web-based portal will be rolled out by June 09 for the Curriculum Institute in July. Curricunet colleges can still download it. Lori will take back the need for non-Curricunet colleges to be able to adopt it, and Barry will take to TTAC. Discounted licensing system-wide is needed.
    - MIS coding: CV21 – course prior to College level. Designation is used in ARCC that documents basic skills improvement. Inconsistency across colleges discussed at SACC as a problem. Senate convened math, ESL and reading/writing instructors to create a refinement for this data element with the goal of recoding basic skills courses.
  - b. **Noncredit repetition update**
    - Noncredit repetition update: new provision in Title 5 regarding a recommendation for repeatability of noncredit courses and guidance courses, and multiple enrollments within same term. BOG will create limitations, and a subcommittee was convened to provide system office with recommendations. Noncredit repetition subcommittee: Lori Gaskin, Michelle Pilatti, LAO rep, DOF rep, will publish a white paper on this issue near end of year to inform system office on recommendations to BOG. Not using "repetition" in same context because many students do not complete. They call it "re-enrollment". Each area of 10 categories in noncredit is being approached in terms of maintenance or mastery. Working with TRIS – research arm for preliminary statewide data. Quantitative data on noncredit is difficult to obtain. Re-enrollments: mean # is 4.8. Mean % of completion is low: 30%. Targeting

focused information from colleges that generate a lot of noncredit. Will argue for local control.

**c. Student authentication requirements for distance education (DE)**

Memo on DE Listserve: Barry suggests that we need to make a recommendation. What is the different between DE authentication and classroom authentication. Should we have this as a principle topic in regional meetings? The law says we have to have a policy. It should be locally controlled by each campus. ACCJC will ask how we do this, and every campus can do it differently. Brainstorm in regional groups regarding options. Look at authentication tools that banks use. The “doing something” part will address the accreditation standard. Online faculty should know who their students are. Are login and password an authentication? Can a verification statement be included? Again: emphasize that this is a local policy. Comments: fraud committed will lead to dismissal; do more than check off a box; some curriculum committees are stuck on issue of authentication. Result may be that courses are hybrid rather than solely distance education. **Major topic for regional groups!**

**d. Representative at CSSO board meetings: Update**

On an as-needed basis.

**e. CFT Letter to ACCJC**

Discuss at CIO conference in general session, Thursday at 3:30. LA district negotiated faculty contract in which self-evaluation will include self-assessment on SLO progress. Are the Accreditation Standards too prescriptive? It was suggested that we focus on participation in the process of identifying and measuring student outcomes. Should the CIO group provide some guidelines?

**5. Conferences**

a. 2009 Spring Joint Conference with CSSOs, April 1-3, 2009, Sacramento Holiday Inn Capital Mall– *Renee Kilmer*: Not much of an update until CIO conference is over. In queue for Jack O’Connell as a speaker. CSSOs will have 2 strands, and CIOs want 1 strand. Framework – conference begins with a joint session and featured speaker. Dinner is joint speaker session. Lunch on Thursday is a joint session with speaker. Perhaps joint session on strategies to address budget cuts.

b. 2008 Fall Conference, October 29-31, 2008, Sir Francis Drake Hotel, San Francisco – *Claire Biancalana*: 44 attendees at 411 Academy. 110 attendance at conference.

c. 2009 Fall Conference location possibilities – *Claire Biancalana*: Southern California with several options. Orange County – Newport Beach. Or....the Dana in San Diego.

d. Carole Bogue-Feinour: re. CFT Letter – system office usually avoids ACCJC issues.

For Carole: can the Foundation negotiate a Curricunet discount for the entire system? Carole will look into. Curricunet needs to interface with CCC Apply.

**6. Pals – Pam Deegan (attachment 2)**

New list of Pals. Was it successful? Some didn’t connect. For some individuals, the impetus comes from the mentee, not the mentor. Pam will expand the list of mentors if possible.

## 7. **Members' Reports and Issues**

### a. ETAC – *Barry Russell*

Distance Ed surveys – LeBaron is updating. Report to Board is coming up in Spring. Need to increase response rate on surveys. Lori recommends streamlining the survey because they are onerous. Results need to be returned to college.

Live captioning grant: over \$600K available for sub-granting through College of the Canyons. Process is probably the same as last time to apply for sub-grants.

MPR: survey of DSPS and online education last year will publish findings soon in Rostrum.

11 different codes for DE courses....Barry will follow up and get back to us.

### b. TTAC – *Barry Russell*

c. Increased compensation for News and Views Assistant. Approved.

## Nabil: **2 presentations at Senate**

### **1. New statewide graduation requirements.**

A) Use of basic skills initiative funds to assist students in meeting graduation requirements.

B) Creation of another route to satisfy that Math requirement such as Advanced Business Math. Get math faculty involved in the conversation.

C) Quick survey on which colleges have implemented the new math requirement.

D) Carole will send Nabil a draft of the action plans that address this item.

### **2. AB1725 Courses and Blessings** – Pre-requisite and Basic Skills Alignment.

Leading to more assessment and required remediation. Chaffey: hard prerequisite of reading for transfer history course. Good case study. Other states such as Texas have implemented this years ago. Mt. Sac has Basic Skills Academy. Action Plan group is discussing assessment instruments. What about pre-requisite having to be re-validated every 6 years? There are different approaches.

Consultation Digest article on faculty moving to leadership roles. How to get past barriers of tenure and health benefits. Is the idea to have items portable such as sick leave is portable? Other issue is salary: many faculty make more than administrators.

Disparity between administrators who come up through ranks with security in tenure, and those who come into the institution w/o tenure. Systemic problem to have these 2 tiers. Hidden story about those with tenure being more fearless and exhibiting strong leadership.

## **Possible Session Topics for future conferences:**

- AB1725: 20 years after? Candid look at the legislation?
- Disparity between administrators.
- Differences between multi-college and single-college districts. Looking at different models in different districts....
- Focus on professional development piece? Model approach: what different colleges are doing.

## 8. Adjournment: 11:15 am.

Next meeting: January 21, 2009, System Office, Sacramento