

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

**MINUTES: DRAFT
Wednesday, May 14, 2008
9 a.m. to 4 p.m.
Room 4000-04, 4th Floor, System Office
1102 Q Street
Sacramento, CA 95814-6511
(916) 445-8762**

CCC Confer participants: Barry Russell, Pam Eddinger, Berta Cuaron, Dave Bolt, Wheeler North

Present: Lori Gaskin, Claire Biancalana, Renee Kilmer, Leige Henderson, Melinda Nish, Linda Howdyshell, Randy Lawson, Jim Matthews (Council of Chief Librarians)

Absent: Sue Lorimer, Mitjl Capet

Guest: Miya Squires (Butte College); present as intern for Carole Bogue Feinhour

1. Call to Order – *Lori Gaskin* 9:00
2. Agenda Modifications – *Lori Gaskin*
3. Consent Agenda
 - a. Minutes of October 31, 2007 Meeting (attachment 1) – *Linda Berry*
Approved with corrections.
 - b. Minutes of March 25, 2008 Meeting (attachment 2) – *Linda Berry*
Approved with corrections
 - c. Treasurer's Report (attachment 3) – *Dave Bolt*

Membership monies still coming in. Expenses to reimburse those who have attended conferences/meetings on behalf of CIOs. We are in the black.

4. President – *Lori Gaskin*

a. Update on MQ/Single Course Equivalency Work Group

Attempt to stop single course equivalency. John Spevak requested that the Academic Senate be approached re. a middle ground agreement. Key findings of survey sent to faculty and CIOs: 1) 53% have challenges hiring qualified adjuncts. 2) 71% Senate has greatest concern re. the issue. 3) Majority of Senate respondents in support of maintaining status quo; administrative respondents more interested in finding middle ground. 4) Some colleges are granting single-course equivalency.

Next step: Respective conferences in Fall – breakout w/ set of questions for CIOs/Senate participants to solicit ideas and potential directions.

Randy: with movement toward re-employment rights, there is more interest in this.

Barry: big issue on his campus; willing to participate on an MQs/Single Course Equivalency Committee.

b. CCCT Annual Conference

Lori presented on Basic Skills issue. Trustees were very interested.

c. Agenda for Consultation Council

Osher gift and fund-raising for matching funds

May Revise – Budget Update

Second Apportionment – final verdict on hit and simulation from P2

Preparation of faculty for administrative positions: concerned about dearth of faculty leadership moving into administrative leadership roles.

CSSOs asking Academic Senate to join in leadership training.

Leige: difficult to find VPs of Administrative Services

Randy: SACC's involvement with Title 5 – there was to be CSSO representation re. Chap. 6, although bulk of content falls within CIO and Senate roles. CSSO representation was not consistent, and many meetings called with short notice. Issues w/ implementation of course withdrawal and course repetition. CSSOs want combination of 2, but local districts can write district board policies as long as they stay within Title 5 guidelines.

SACC: Expand charge beyond curriculum per desire of CSSOs? [SACC formed in 2004 by Chancellor to address issues such as course approval.] Mandy Davis (CSSO) attended last SACC meeting. SACC supports a parallel committee that addresses student services issues.

Lori: interest from faculty to codify a white paper on compressed calendar. Unions have some issues with System Office using the white paper because it did not have widespread input.

Randy: the purpose of concept paper was to create a “how to” paper.

5. Election of Officers – *Lori Gaskin*

Secretary: Linda Berry agreed to continue

Treasurer: Dave Bolt agreed to continue

President: Pam Eddinger as of July 1, 2008

President Elect: Renee Kilmer – 2009-10

Unanimously elected by those present.

6. Regional Election Results – *(Claire Biancalana and Regional Chairs)*

Claire sent out notice to regions that need to nominate and elect a new chair.

Berta Cuaron re-elected

Melinda Nish re-elected

Nabil Abu-Gazoli has been elected of West Central.

Renee Kilmer re-elected; will try to get another participant.

Sue Lorimer needs to conduct elections.

1st meeting of new Exec Board is July 16. Lori will work on new member orientation.

7. Conference Reports

a. 2008 Spring Joint Conference (attachment 4) – *Pam Eddinger*

[See Survey results]

Joint meeting went well. Some of the workshops received less than glowing marks on survey.

Strength of Title 5 presentation was working with the Senate: Michelle, Wheeler, and Jane attended most of the conference.

Planning this conference was difficult. Perhaps so many joint sessions not necessary; must remember that this is the only CSSO conference.

Lessons learned: Decision making must be delegated; not so many mixed sessions; better accommodations needed.

Claire: together the organizations will make between \$12-14K. CIOs will get over 50% of that due to number of CIO participants.

Leige: What about meeting with CCAOE group? Barry: they are very interested in meeting with CIOs.

Jim: CCL would like to meet with CIOs. Consider a conference where CIOs meet with several groups at one conference.

- b. 2008 Fall Conference (October 28 – 31, 2008, Sir Francis Drake Hotel, San Francisco)

October 27, CIO Academy. Randy and Donna will be hosting Academy. Set up scholarships with AIA funds or grant funds? We do not charge for the Academy, but ask them to attend 1 day of conference. Wednesday morning (Oct 28) is Exec meeting.

- a. 2009 Spring Joint Conference (April 1-3, 2009, Holiday Inn Sacto Capitol Plaza)

Will work with Phyllis (CSSO)

8. Member's Reports and Issues

- a. Recent Experiences with University Reviews of Online Portions of Transfer Courses – *Pam Eddinger*

CSUs questioning online delivery of course content and demanding to see course outlines. We don't indicate on our transcripts that a course is online. Lori will speak with Mark Wade Lieu and Linda Michalowski. Fresno State Nursing Program will not accept any online prerequisites. Pam: CSU Chico and Long Beach are questioning delivery mode. Long Beach threatening to remove articulation for these courses.

- b. TTAC – *Barry Russell*

2-day planning session/retreat on Tech 3 plan. Next meeting is May 28; trying to come up with decision making tool that is qualitatively driven, i.e. a long set of questions for different groups that is scored to determine should they move forward on major project. Set goals for upcoming year.

- c. ETAC – *Barry Russell*

Status of Distance Ed guidelines: not releasing until BOG acts on Part II.

Legislative meeting with Chancellor Scott regarding student authentication for online classes. Perhaps creating legislation around this. Academic Senate position: this issue is being dealt with by faculty. Best practices will be sent to Chancellor Scott to demonstrate that authentication works.

MPR: to D.E. Coordinator. Survey regarding issues related to D.E. and students with disabilities. Should have been distributed to faculty.

Live Captioning grant funding: Butte did not renew their application for the grant. 3 colleges have submitted applications, and they will be read first week of June and awardee selected (5-year award).

E-packs from publishers: Are publishers required to make accessible?

Carole Bogue Feinour using ETAC to work on Strategy A.4 of Strategic Plan. [Topic: multiple delivery methods throughout state]

d. Academic Senate Curriculum Committee Update – *Berta Cuaron* Not available

e. Update on joint CIO/CSSO Leadership Training - *Randy Lawson*

CSSOs want CIO group assistance and joint training. Planner no longer with CSSOs. We are protective of 411 Academy; only a 1-day workshop that we offer for free. CIO conference then becomes extension of the Academy training. Agreement that these 2 kinds of training are different; the CSSO training is focused more on general leadership topics. Donna and Randy have formed committee with Myra Segal and Rick Navarette, CSSO from Santa Rosa JC, to discuss joint training.

Leige: perhaps we can post CIO openings on our website.

Email Randy if interested in being a presenter.

f. Update on SACC Activities - *Randy Lawson*

Discussion of cost of technology for implementation of Title 5 Part II.

Local purview to make Title 5 changes more restrictive; the intent was to preserve local flexibility.

Groups of repeatable courses: how do we deal with Withdraws and Repeats together?

Program Course Approval Handbook update: good portion of credit part has been completed.

Stephanie Low has been keeping up with Title 5 regulations re. the updating of the Handbook.

Non-credit portion is troublesome. Over time the format will be changed so that the Program Course Approval Handbook is an Internet based document rather than a printed document.

Handbook will not be made available by the Curriculum Institute. Check posting on The Academic Senate website.

Continue to provide training on various aspects of Title 5 changes.

Non-compliant degrees are being cleaned up. SACC can assist with the kind of language that is appropriate to gain approval for these degrees.

g. Title 5 Regulations, Distance Education Lab FTES - *Barry Russell*

Changing units to hours per week results in lowered ftes for D.E. courses, especially on compressed calendar.

Randy: Intent of Title 5 changes was that D.E. would be interactively delivered. Perhaps the D.E. courses should not be considered Independent Study.

h. State Superintendent of Public Instruction's California Teacher Education Deans' Advisory Committee Report – *Renee Kilmer*

Jack O'Connell convened a large advisory group with reps from CSU, UCs, and Privates to discuss teacher prep for K-12. O'Connell wants group to advise him so he can advise governor.

Annual Symposium: invites to every School of Education in the systems. Two forum topics: 1)

Creating the Culturally Responsive Classroom in CA Public Schools; 2) Developing Effective Local Partnerships to Improve New Teacher Placement.

Mission: Recruit more students into Teacher Education. Important place for us to be.

i. Basic Skills Resource Network – *Linda Howdyshe*

Group met 3 times last year, funded with small Carnegie Institute grant. Practitioners, experts, 2 CIOs, 2 CSSOs. Desire to establish a resource network that would be funded with Basic Skills

seed money from Systems Office. Concern regarding everyone's access to the network since we are a large state.

Presenters from national programs. Proposal at last meeting for an Institute, and general feeling that colleges not ready for an Institute, and concern that local institutes were taking place and not connected to a statewide institute.

Leige: How does this connect with Best Practices workshops at the local level? Linda: Does not connect.

Lori: Looking at model of Kellogg Institute.

Lunch

9. Academic Senate Report – *Wheeler North* 1p.m.

4 new Academic Senate papers:

- 1) Course Outline of Record, A Curriculum Update Guide. Paper is more of a reference guide with Title 5 updates.
- 2) Ensuring the Appropriate Use of Educational Technology.
- 3) Promoting Thoughtful Faculty Conversations about Grade Distributions. Focus to generate dialogue about grading and address horror stories.
- 4) Sabbaticals: Effective Practices for Proposals, Implementation, and Follow-up.

Papers in adopted form are already on Academic Senate website. Can download copies. Look at link to Plenary Sessions and Plenary Materials. Hope to get curriculum paper out by time of

Resolutions:

- 1) Modifications to Discipline List, such as integrate 2 lists into alphabetical list.
- 2) Non-Masters' List: change in regulations to read a specific discipline rather than "any bachelor's degree."
- 3) SB361: we now have programs in non-credit, so colleges should be reminded that courses must go through curriculum committees.
- 4) Advanced placement equivalency processes: develop equivalencies and templates that colleges could use. Create a consistency that would benefit students.
- 5) VTEA accountability efforts: very onerous; 3rd party testing.

Senate proud of CIO group on LDPT (Lower Division Transfer Pattern)

Basic Skills Initiative Conference on August 11. Focus on Teaching Pedagogy in Basic Skills. 1 FT and 4 PT faculty from each college: team of multiple disciplines in English, Math, Career Tech Ed. Will cover cost of travel and accommodations. Train the trainer focus.

Curriculum Institute: 209 attendees. 84 different colleges. 30 breakouts and 4 general sessions. Will present on Curriculum Update Guide and single course approval process.

10. Budget Update – *Erik Skinner* NOT AVAILABLE

11. Chancellor's Office Report – *Carole Bogue Feinour*

- a. Learning Assessment Exemplars – *with Miya Squires*
Standard B5: Teaching & Learning Effectiveness, ideas for assessment and learning outcomes.

Context of APGs: Discuss broad topic areas. Discussion around work of Bob Gabriner. What other work might be exemplary? Long term/Short term plans. Looking for 2 or 3 things that can coalesce and move this forward.

Cabrillo model: assessment that takes place within courses in a department; agreement on what will be assessed each term. Matrices included > recommendations for program improvement.

Leige: faculty afraid of process. Model at Mt. Sac: center with research staff assigned, actual location for faculty learning. Tied to technology, and faculty have chat rooms. This needs to be faculty led.

Melinda: piloting in E-Lumens (Orange Coast College).

Leige: how are you evaluating faculty? It's not about evaluating faculty based on student learning; it's about evaluating whether or not they are doing this. El Camino agreed that the SLO piece will be contained within faculty self evaluations.

Randy: identifying G.E. outcomes (core outcomes). Mapping of program goals to institutional goals.

LeBaron: Tech III plan has technology assisting with SLO assessment. System Office could build some kind of synergy to provide consistency throughout the colleges in meeting accreditation standards.

Barry: RP Group working on trying to get research assistance to help pull that data together.

Carole Bogue Feinour: Perhaps capture what the steps are in accomplishing these tasks. Goal: to enable our colleges to identify and implement SLOs and assessment.

Lori: By 2012 we must complete the SLO assessment and improvement cycle.

Carole Bogue Feinour

Guidelines drafted for Title 5 Part II include guidelines for course repetition and withdrawal changes. Will send guidelines to subcommittees on Friday.

Supplementary document will include charts that address CSSO concerns.

Preparing an addendum to guidelines for Part I.

Lori believes we need dialogue re. distance education ftes generation. Proposing a subcommittee of Jack Friedlander, Barry Russell, Renee Kilmer, Elias.

Randy stated we're toying with something that Independent Study was never meant to do.

Carole: This might take a Title 5 change. Carole is willing to form a subcommittee.

Lori asked Carole if she was aware that some CSUs are restricting or threatening to restrict transferability of D.E. courses. Carole has not directly from the CSUs.

Randy stated that it is not a systems approach, but individual universities, or even departmental.

Carole stated that she received 98 Basic Skills Plans.

12. Liaison Reports 3:00

a. ACCE – *Lynda Lee*

Non-credit subcommittee met twice. Struggling with definitions of completion and non-credit. Majority of courses taught in open entry-open exit format. Simple survey re. practices at local colleges about repetition for non-credit courses, and local definitions of completion will be sent to CIO listserv and non-credit contacts.

Identifying people to write introductions to categories of non-credit. Define courses as maintenance or mastery, but might be both in some cases. Group working with older adults have already written a white paper, and there is evidence supporting benefits of repetition for older

adults, such as savings on health care. Looking at policies, procedures, and practices already in place at some colleges.

Subcommittee meets every 2 months, and will meet in June. Will present recommendation to BOG; committee work must be completed in January 2009. Trying to work with Willard to get data, but complicated to set up research project. External members: from Legislative Analyst's office and from Department of Finance.

b. CCCAOE – *Molly Smith* Not present

c. CCL – *Jim Mathews*

Annual meeting. Librarians against *AB56* to tax Internet use. Two SLO workshops: one in the South and one in the North on instruction and service level SLOs. Have annual data survey on Survey Monkey. State of Libraries report to the BOG- LeBaron carries it to the BOG. Asking budget questions of Libraries, how much seating, how many study rooms, who is running Library, staffing questions, etc.

How many Librarians involved in Basic Skills on campus?

13. Adjournment: 3 pm

Next Meeting: July 16 at System Office

8am-10am: New CIO Orientation

10am-Adjournment: Regular Meeting

ACRONYM GLOSSARY

ACCA:

ACCE:

ASCCC:

APG: Action Planning Group (Systems Strategic Planning subgroups)

BOG: Board of Governors

CCCAOE:

CCL:

CCLC:

CCCT:

ETAC:

IOC:

LDPT: Lower Division Transfer Pattern

MPC:

MPR:

SACC:

TTAC: