

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

**Wednesday, January 21, 2009
9:30 a.m. to 4:00 p.m.**

1. **Call to Order** – *Lori Gaskin 9:34 A.M.*
2. **Agenda Modifications** – *Lori Gaskin.* None
3. **Consent Agenda**– *Lori Gaskin*
 - a. Minutes of October 29, 2008 Meeting (attachment 1) – *Linda Berry* Approved w/o corrections.
 - b. Treasurer's Report (attachment 2) – *Dave Bolt* – Closed books on Fall Conference. Will clear about \$8000 (before 411 Academy costs are removed) from the Conference. Tax form for 2007 submitted and accepted by IRS. CD matures in April.
Claire will send out reminder to colleges who have not submitted dues for 2008-09.
4. **President's Report** – *Lori Gaskin*
 - a. Committee appointments (TTAC, SACC, Assessment and Placement APG, BSI Advisory Committee): Some travel budgets have been reduced, and CIOs affected need to be replaced on committees, particularly on those who meet in Sacramento.

TTAC: Meets 4 times a year plus a summer retreat. Provide guidance to system on technology issues. Linked with California Virtual Campus. CIO position is very important.

SACC: System Advisory Committee on Curriculum – Linda Berry volunteered.

Assessment & Placement APG: Headed by Mark Wade Lieu and Steve Bruckman Lori Gaskin volunteered.

BSI Advisory Committee: Pam Deegan will remain on committee; need one more CIO – Leige Doffney or Alice Murrillo to continue?

- b. CIO Volunteers – *California Forward* on Feb. 27: Looking at ways of strengthening and streamlining government. Roundtable on Feb 27 with breakouts and brainstorming, to be facilitated by CIOs and CSSOs – 6 to 8 each. Sponsored by McGeorge School of Law, and volunteers will be trained prior to Feb 27. Nabil and Dave volunteered. Perhaps facilitator from each region? Regional representative will check and inform Lori. Look at *California Forward* website (caforward.org)

c. Update on MQs/Equivalency Subcommittee activity

Restrictiveness of MQs – John Spevak presentation. Consultation Council appointed a small subcommittee: Mark Wade Lieu, Beth Smith, Barry Russell, Don Lindsay, etc. 3 Areas: a) Can we impact Title V at all with a subset of MQs within a discipline? B) Imminence. C) Prescribed MQs for CTE programs. Trying to span gap between single-course equivalency and discipline MQs.

d. Regional Group Feedback from Fall Conference: ACCJC Stance on Student Authentication for Distance Education (attachment 3)

Should we wait or make recommendations to the field? Suggestion: invite major vendors to make presentations. Federal government has not issued regulations yet. TTAC suggests we remain in loop but wait for regulations. ETUDES is responding with information on best practices that schools are using to authenticate. If there is a technology solution, it will probably be vendor based. Lori will call John Nixon to get the Commission's stance. Melinda: is there a possibility of a statewide discount? Lori: 20% discount from Curricunet for colleges buying in now.

5. Conferences

a. 2008 Fall Conference, October 20-31, 2008, Sir Francis Drake Hotel, San Francisco

- i. 411 Academy Evaluation: 44 people signed up. Spent almost \$6000 on Academy. 120 attended Fall Conference.
- ii. Conference Evaluation (sent previously)

b. **2009 Spring Joint Conference with CSSOs April 1, 2** Sacramento Holiday Inn: Pedro Negira as speaker; on list for Jack O'Connell. Jack Scott is confirmed as meeting opener – 10am meeting start. Only 3 breakout sessions:

- 1) Creating an Accurate Assessment of Student Success in Basic Skills (CB21 MIS coding tied to BSI). Senate has developed a set of rubrics and will ask colleges to recode in reading, writing, esl and math.
- 2) Primer: assignment of courses to disciplines.
- 3) Budgeting
- 4) Presentation on prerequisites? Re-examining Title V regs on prerequisites with statewide validation. Issues: 30-unit limit on basic skills. Local decision-making. Identifying courses as red (open to everyone); blue (requires assessment), white (requires assessment and pre-requisites).
Defer #2 to fall conference because it is primarily a CIO interest.

Conference: 10am Wednesday to 4pm Thursday. Exec meets 1-4pm on Tuesday in Executive Conference Room on third floor of Chancellor's Office.

c. 2009 Fall Conference, October 21- 23, at Dana on Mission Bay, San Diego

d. Working on 2010 Conference with CCCAOE.

6. Members' Reports and Issues

a. Possible Recommendation to COA re Travel to Athletic Events – Barry Russell and Dave Bolt: possibility of reduced scheduling. Athletic Directors have sent emails and asked for volunteer reductions. COA board will meet in February and discuss reduced athletic schedule for 2009-10 that does not penalize athletes, such as eliminating scrimmages and non-conference games.

b. **TTAC** - Barry Russell: State could take TTIP money back, but only about 10% remaining. 2 BCPs planned for next year: Accreditation Wizard; CalPass. Unlikely that they will be approved. California Teleconnect Fund: Information should be going out to the CBOs and CISOAs about not to apply for the discounts. It is a one-page form. This program pays for the cost of digital connections to the campuses. SB 1437 was approved and is being implemented. One item is for the California Virtual Campus Project (CVC) to issue an RFP to engage 10 Community-Based Organizations in the 9 economic regions of California to be provided with high-speed internet connection. CVC intends to get the RFP out in early February and award it in mid-March.

c. **ETAC** – Barry Russell: www.eportfolio.com at \$5 per student. K-20 developing online materials for support for CAHSEE. Butte College hosting this, and moving to develop advanced placement courses. LA Trade Tech piloting.

d. **High School Partnerships** – Melinda Nish: Main concern about high school partnerships is that classes are open to all. Another issue is school districts playing off colleges, pitting them against one another. We must be careful to teach college courses on high school campuses. Some high schools want the college to provide high school courses for students who need to remediate. High schools should sign an agreement that the class must be open to any who wishes to enroll, and colleges need to be clear that we will not offer remedial courses to high school students. Important to establish an ongoing relationship with the high school. Key: make sure that we don't get played off one another. Dialogue with colleagues at other colleges is important.

e. **SACC** – Randy Lawson: Program and Course Approval Handbook revision will go to Board in March (February Consultation). Stephanie Low has done an incredible job incorporating Title V revisions.

f. **TBA Hours** discussed in SACC: Field concerned about TBA memo. Subcommittee assembled and met in December and discussed greater flexibility in scheduling TBA hours. Certain areas: MQ and immediate supervision issue (languages and ECE). ECE: regulation in Title V says that licensed personnel can provide immediate supervision. Foreign language labs: person overseeing must have an MQ in any foreign language. Flexibility in “regularly scheduled”: thwarts student learning experience to “regularly schedule” a TBA experience. Suggestion that the TBA must have a legitimate instructional activity and accountability in tracking. The issue is being confined by apportionment and the requirement of MQ supervision.

g. **Non-Credit Repetition** discussed in SACC. BOG must come forward with recommendations on repetition of non-credit courses: older adult, parenting, home economics, etc. Group working to craft a report for the BOG. 10 areas to look at logic of re-enrollment, especially multiple enrollments in same term. Looking at data statewide to determine where and why these re-enrollments occur. Parenting, ESL, Health and Safety – not seeing patterns of abuse. Middle ground might be that colleges must have a policy, but not prescribe the policy.

h. **Withdrawal/Repetition**: Formed subcommittee. One passage of Title V uses term “re-enroll” rather than “repeat.” Should track withdrawals and repetitions separately, and military withdrawals should not count. Obviously need to limit withdrawals and repetitions.

i. **CIO/CSSO Leadership Institute** – Randy Lawson: conducted in December. Was a grand success and all sessions went well. 24 registrants for Institute. Recommended that Institute should be larger with 35 or so registrants; alternate between North and South; evaluations were very positive. Let Claire work with the hotel as one of the tasks that the CIO group does.

j. **CCCLC Conference Presentations from CIOs**: 1) High School Partnerships – Linda Berry and Jannett Jackson; 2) Greening of the Curriculum – Barry Russell; 3) Academic Calendar – Randy Lawson and John Nixon; 4) Basic Skills for Senate – Lori Gaskin; 5) Philosophy of Associate Degree for Senate – Lori Gaskin.

7. **Academic Senate Report** –*Mark Lieu*

- Prerequisite Discussion: Continuing discussion with SACC. Issue of assessment is long term. Look at prerequisite process. 1) How do we get students to assess? 2) How do we get students to enroll in B.S. courses prior to taking transfer courses? Prerequisites will encourage students to

assess, and to take preparation courses. Suggestion: start prerequisites at a lower level and gradually move to the higher level prereq that is appropriate for the course.

- March 16 Student Rally. Student Senate is arranging march...."March in March – Rescue Education" Innovative ways to get others involved.
- BSI: LACCD new grantee. Development of permanent professional development in Basic Skills.
- Discipline list: B.A./A.A. disciplines – having a degree in the discipline, rather than a general degree.
- Senate working with system office to define the A.A and A.S degrees. STEM or CTE would be A.S. All other degrees would be A.A.
- Academic Senate has a Foundation in order to receive grants directly.
- Events: Feb 20-22 – Teaching Institute
- There is a move to resurrect Information Literacy

8. **Chancellor's Office Report** – *Vice Chancellor Carole Bogue-Feinour*

- BSI Action Plans: Information disseminated to BOG.
- TBA Memo: Has been drafted. Three areas to be addressed:

Students must go out to Child Care Center, so memo addresses the issue of "sharing." Foreign Language labs: up to 7 languages, but not a discipline expert in each language. Title V revision to accommodate student needs and address compliance with Title V. Regularly scheduled does not need to be scheduled in advance. Burden of monitoring and tracking should be at the college.

- Withdrawal and Repetition update: Revisions re W> limited to 4 times. MW's do not count.
- Program Approval process: colleges should contact WASC if changes might trigger a substantive change. Carole asked about collaboration between WASC and the System Office. Dr. Beno responded that it is inappropriate for them to collaborate with another entity.
- ESL and Basic Skills Professional Development Grant

9. **Budget Report** – Vice Chancellor Erik Skinner , Fiscal Policy

Budget resolution may be close. Consideration of an 18-month budget. As state budget gets worse, our CC proposals look better.

10. **Liaison Reports**

- a. ACCE – *Lynda Lee*
- b. CCL – *Jim Matthew*: Travel restrictions is biggest issue. Two workshops with less attendance, and vendors are backing off from support.
- c. CCCAOE – *Richard Bettendorf*

11. Other

12. Adjournment **P.M.**

Next CCCIO Executive Board Meeting is Wednesday, March 31, 2008