

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

Minutes - Unapproved

Wednesday, October 27, 2010

9:00 A.M. to 11:30 A.M.

Bayside Conference Room, The Dana on Mission Bay

1710 West Mission Bay Drive

San Diego, CA 92109

(609) 222-6440

- I. Call to Order – *Melinda Nish* 9:00 A.M. The meeting was called to order at 9:02 am.
- Present: Mary Kay Rudolph, Melinda Nish, Larry Buckley, Sharon Lowry, Debbie Ikeda, Renee Kilmer, Ray Maghroori, Dennis Gervin, Meridith Randall, Susan Lamb
Not present: Marcy Drummond, Pam Deegan, Regina Stanback-Stroud
Also: Beth Smith (arrived after consent agenda), Jane Patton, Ed Buckley, Barry Russell (arrived at 9:30)
- II. Agenda Additions and Modifications - *Melinda Nish*
Some items were sent out later, including TTAC report and two matriculation reports. Four additional attachments total. Also ACCE report.
Agenda approved.
- III. Consent Agenda:
Will approve unless anyone pulls them off. May not have opportunity to read them, but got some nice reports. Since it's the first time, Melinda decided to pull them all off and go through them.
- a. Minutes of September 15, 2010 Meeting (Attachment 1) – *Meridith Randall*
No questions or additions.
- b. ASCCC Curriculum Reports (Attachment 2) – *Dennis Gervin*
Held first meeting, set agenda for the year. Spring plenary coming up. Focus lately has been on clarifications, past white papers. Second meeting, 10/20/10, has resolutions being discussed and how to address them. Links at bottom of report to resolutions. Discussion of classroom caps, may not want to get into bargaining each classroom cap. Some districts have already negotiated that. Several issues involved, including union, academic and professional, and right of assignment. CIOs can provide feedback on this. There are national standards for some class sizes. Content review: everyone can use some training and discussion. How do you do training? Chancellor's Office can participate. There will be trainings at Curriculum Institute. Dennis suggests training be thought about outside Curriculum Committees, when developing courses. Push the research on the front end; work with faculty on best practices. All this elates to accountability. Could be like stand alone trainings. CIO Board can have input. Committee is deciding whether to do a white paper or other approach. SLOs have been part of the discussion.
- c. Prerequisite Task Force(Attachment 3) - *Dennis Gervin*
Discussion deferred to later in the meeting.
- d. ETAC Report (Attachment 4)
This committee will be disbanded and issues transferred to other committees.
- e. Basic Skills Advisory Committee (Attachment 5)
Brief report, advises CCCCO, talked about SB 1143. Charged to do formal study by March 2012. Basic Skills report will be done end of November. Juan Cruz is leaving

this week, no replacement yet. The committee will probably be assigned to someone in CCCCCO.

f. **Matriculation (added)**

Mary Kay is questioning whether this committee crosses over with Basic Skills. They talked about its purpose; most colleges have not integrated services. Partnership with WestEd, wants to have closer relationship with CIOs, not just student services. They can use WestEd research. EAP initiative, want to implement at all colleges, doing research on that.

g. **ACCE Report (added)**

Mary Kay reported they are also struggling with what their role is now. There is a pilot program to determine progress indicators. We need to set them before someone else decides. ELL and senior programs are the focus.

h. **TTAC (added)**

Discussed TTIP budget of \$15 million. They also got \$46 million from ARRA, working to have strategic plan for technology for system. They are looking at statewide pricing for common assessments and working on a bill. There is a pilot with North Orange and Contra Costa on affordable content/open source. Contact Ann if interested in joining. E-transcripts also discussed, but no funding. They also discussed Office Depot contracts and state pricing for DegreeWorks (which fits with Banner).

Consent agenda approved (Buckley/Kilmer)

IV. **Treasurer's Report (Attachment 6) – Larry Buckley**

Reviewed report and balances. Most income coming in now. Goal for this conference is \$22000. To date, have slightly more. Not quite as healthy on dues, want \$30000, collected \$18000. \$21000 short on comprehensive year goal, should be made up by dues and spring conference. Need more reminders about dues, regional chairs need to follow up. Biggest expense is coming soon, for this conference. Essentially, we are where we should be. Two other issues: tax issue, letter sent about penalty, no response yet. Accountant believes it will be cleared up. Second, was authorized to move \$25000 to savings, but ING would not allow account because of our original tax status had not been changed to the present one. Larry went to Wells Fargo and set up account, but had the same problem moving the money. When originally set up, we were a government agency, which is not correct. Working with Claire and Wells Fargo, WF says no way to change, have to rebuild, accounts would have to be shut down first. He is still working on it, will move \$30000 when possible.

V. **President's Report - Melinda Nish**

a. **Review of Constitution (Articles 2, 6, 10, 11) (Attachment 7)**

Melinda reviewed the Constitution for newer members. She reviewed article 2 which is purposes and objectives. Article 4 is most important, consultation process. Also of interest is Article 4 about annual business meetings and Article 8 which says we have to use Roberts Rules of Order for those meetings, will do that tonight. She will project agenda on screen. Will call to order at dessert time, move into regional meetings, and then reconvene general session for reports from regions. Will take 15-20 minutes, we need to help regions find table, sit in regions at dinner. Article 10, consultation indicates we have one seat on consultation council, opportunity to provide views of CIOs. According to Dona Boatright, we used to try to get other CIOs to come at some times, be the "back row." Agenda comes out only a few days before meeting. Melinda will send agenda out immediately, wants feedback right away. Suggestion was made that it only be sent to CIO Board. Melinda trying to represent CIOs, but doesn't know their position. At least needs to know if it is important to CIOs. Regional reps are supposed to know their region, so don't bypass us. Could send to everyone, tell them to contact regional reps. Send on listserv, address comments and concerns to regional reps (give names and addresses). We need to respond by Wednesday. No more CEO, CIO, CSSO pre-consultation meetings that Melinda knows about. She needs to find out if they're happening. Our strength is what we can do with consultation council. We need to vet things through other groups represented on Council first. Agree by consensus to send-out

process. Renee said we tend to see things as academic people, not as administrators. We need to have unique perspective and talk to other groups, such as CEOs and CSSOs.

- b. **Review Consultation Council Issues** – Melinda sent bullet points, will continue to do so. Legislative updates are good to read. FON was a big issue, lots of dialog on budget, lots of questions from unions, 2.2 percent not really growth given prior reduction, money is deferred, could be cut anyway, Erik Skinner worried about deferrals. No one has gone bankrupt yet, average of 14% reserve in state, led to concern about FON. Other groups asked for NO exception to FON given the reserve. Affects each district differently, CIOs don't want to weaken faculty. CSSOs did not weigh in. Melinda sees both sides of the issue. Suggestion that no exemptions if 8% reserve. Scott did not take a position, but said we do not have resources to fully fund FON. May hear on November 8. No real discussion on 50%, just to get waivers. New colleges and centers: funding happens in next fiscal year. Hard to do, have to have upfront costs. No one objected. Barry: discussion about whether is it good for colleges to decide to have new centers and colleges themselves, is it good for the state? Just splits up resources more. Has been used as strategy to get more money. Ray: Chancellor does have to review at beginning, could veto.

Second topic was governmental issues. Assessment was vetoed, but want to try again. Other proposals of possible legislation: don't need legislation for e-transcripts, but want to sunshine and get support. There will be a push to move to e-transcripts. Federal report: all the different grants spinning off from summit, Barry sent out two or three from Gates. One is only for multi-college districts and SRJC. Also there are ones focused on math and one on technology. CCCCCO wants to help coordinate at that level to apply smartly. Not clear how CCCCCO will help coordinate, letter about to come out. Barry, Linda M. and Patrick Perry are key links. Colleges will need access to data to apply. Not clear who is applying at this point, short timeframe. Need partnership with CCCCCO, "statewide policy partner."

Other item: 1440 presentation from Senate, will give presentation at conference.

VI. Conference Planning 9:50 A.M.

a. Fall Conference Planning – *Dennis Gervin*

i. Overview of Conference

If you need background on people we're introducing, Dennis can provide. Claire distributed gifts for presenter. One change: Melinda not host of opening on Thursday, Dennis is. Change today, Susan introducing, Randy asking Barry and Jane to participate. If long, we will start Jane and Barry late. At end of session, need to pose for pictures. At general session this evening, need to introduce new CIOs.

ii. Board Members' Responsibilities

Already covered above.

b. 2011 Spring Conference March 23 – 25, 2010, Marriott Monterey - *Dennis Gervin*

- i. **Session Suggestions** – Mentioned at last meeting were: SB 1440 and 1143, program discontinuance, budget innovations, FON, enrollment management, productivity, content review (what is our role?), stand alones, CalPASS. New ideas: pedagogical standards of class caps with pressures from administrative side. Melinda said there was negative feedback about not meeting with CSSOs, and we should work together on 1440 – could give one day to 1440 and invite Senate and CSSOs. For at least a whole day, maybe at the beginning. Barry: don't focus whole conference on 1440, most work will be done by then. Completion agenda is the bigger issue, 1440 just one component. Implementation of 1440 will have to happen. Jane: also 1143. Renee: may want to have CSU rep, too. We can decide that this will be one component, then determine details later. Should we discuss with regions first? Consensus is to have a day with CSSOs and other partners on Thursday. There will be an option to stay for rest of conference. Other ideas: what makes BSI work at some colleges? Could include CSSOs in that. Need CCCCCO reports, Academic

- Senate, could have same sort of general session. Renee: we need to support CIOs, whatever CSSOs think. Melinda: there is widespread unhappiness about no joint conference, not just one or two. Need to have meaningful solution.
- ii. **CalPASS** – wants to be involved in spring conference, Dennis sees value. Mary Kay sees value for research, can track students into other sectors from HS, will facilitate meetings. Other piece is pulling faculty together to help find gaps in what faculty teach. Renee also supports it. Beth also supports it, has experience with SmartTool, will have some demonstration at their session. But success depends on whether HSs participate and who heads CalPASS group in your area.
 - iii. **Sponsors (Brandman University)** – private non-profit, works with Chapman University to provide adult education. Want to sponsor, will do presentation. Wants to do teacher education, upper level, doesn't compete now, but may roll out distance ed piece that may compete. Melinda will send out info and we can consider. Ray suggests approaching law firms for sponsorships. Has been hard to find sponsors lately. Need to revisit list that was created last year.
 - iv. **SB 1440 Day (invite CSSOs?)** -- See above.
- c. **2011 Fall Conference Dates and Location - *Dennis Gervin***
 Need to be conscious of these dates when planning next fall. No perfect date. Tentatively 26-28 of October. Will stay at Dana. Barry: may want to have 1143 task force presentation at January 2011 meeting. First six months is internal, then going out to groups, so wants feedback from CIOs at that time. Wants to use CIO meeting as well as town halls around the state.
- i. **ASCCC Fall Plenary** – November 3 to 5 in San Diego
 - ii. **CCCAOE** – either October 1 to 6 or 22 to 27 in San Diego
 - iii. **Accreditation Visits** – Some discussion that colleges have some say in when those take place.

VII. Members' Reports 10:15 A.M.

- a. **Stand Alone classes - *Dennis Gervin***
 SACC report, 2012 is when it ends, need to find if there is evidence that it did what it was supposed to do. May not have been the intention to lead to programs. What information is out there? Put out a call to find out what happened in the field. Mary Kay: helped assess why they had so many stand alones, led to reducing them. Not just applicable to vocational courses. The process needs to be tied to new program approval process. CCCCO is studying all stand alone courses in state. There are 47,000. There could be some coding issues. Joe Darin or Stephanie Low will send out letter to CIOs to survey, and may send list for us to review of our own courses. Need to clean up data as well. They will ask for extension of sunset deadline. Bring up with the regions this evening. Sharon: one concern that came up is that some classes are not courses, that would lead to programs, will be scrutinized by legislature. Others noted that some courses need to stand alone, like public safety courses.

VIII. Issues 10:45 A.M.

- a. **For-Profit Higher Educational Institutions**
- b. **From previous agenda.** Agreed that we need to create awareness, but some colleges already have arrangements with for-profits. Melinda talked to Jack Scott about predatory practices. Scott still “smarting” from Kaplan. Is it important enough for us to come out with something right now? Larry said his goal was to help create awareness among CIOs about problem and effect on students. He commented that it may be more of an issue in Inland Empire, where colleges are poaching our students, high loan failures, etc. The resolution may be counterproductive, and is becoming its own issue. Could talk to CSSOs at spring conference about protecting and educating students. On East Coast, for-profits sued over something similar to the proposed resolution, cutting into their business. Melinda: we need to think about our role, accrediting bodies should be controlling predatory practices. Will talk to Barbara Beno. Barry said that most are not WASC, are

a different area, and there are changes going on. Ed said the issue is practices, not the category of the institution. Mary Kay said we need to look at our own practices and why students are choosing for-profits. Larry said their federal funding is growing, which is an issue. Melinda said we could have session with CSSOs about educating students about their options. Jane said that faculty have academic freedom, could write article for rostrum, and can't be sued. Can also have break-out at Senate plenary session. Melinda noted we need to think about how to bring topic to Consultation Council. She will work with Senate on joint report, and continue to raise awareness. Larry thanked Regina and Ray for bringing it forward.

Common items to discuss in regions: stand alones, for-profits (should it be a session?) joint work in spring with CSSOs and other partners on 1440, identify new CIOs and any regional issues.

Renee said she is receiving email from someone about community colleges not offering courses at transfer level – wants research about students' failure rate, etc. Mail has been incessant. Jane and Barry also get emails from same person. Renee's personal contact information is on web, hostile communication.

Motion to adjourn at 11:36 am.

Next CCCCIO Executive Board Meeting is Wednesday, January 19, 2011.