

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

Unapproved Minutes

**Wednesday, September 17, 2008
9:30 A.M. to 4:00 P.M.
Executive Board Room, 3rd Floor, Chancellor's Office
1102 Q Street
Sacramento, CA 95814-6511
(916) 445-8752**

**In attendance: Dave Fishbaugh, Dave Bolt, Renee Kilmer, Claire Biancalana, Randy Lawson, Nabil Abu-Ghazaleh, Leige Doffoney, Irene Malmgren
Remote: CCCAOE Rep Kim Schenk; Melinda Nish, Bertha Cuaron, Barry Russell, Lynda Lee.**

- I. Call to Order – *Randal Lawson* 9:30 a.m.
- II. Agenda Additions and Modifications – *Randal Lawson*
- III. Consent Agenda 9:35 a.m.
 - a. Minutes of July 16, 2008 Meeting– *Linda Berry* attachment 1
 - Approved with corrections
 - b. Treasurer's Report - *Dave Bolt* attachment 2
 - 66 paid members
 - Check from Spring conference came in

- IV. President's Report – *Randal Lawson* 9:40 a.m.
 - a. **CSSO for CCCIO Executive Board Meetings:**
 - Relationship would need to be that of liaison with regular reporting to CCCIO Executive Board. Other liaisons are CCCAOE, ACCE, and CCL Strong concern was noted about the time commitment involved on both sides. There was a suggestion that we be open but perhaps limited in the approach. Lori will take under advisement.
 - b. SAC [System Advisory Committee] for Student Services – forming group with first task to provide oversight for student services visits

- V. Conference Reports 10:00 a.m.
 - a. 2008 Fall Conference (October 29 - 31) Sir Francis Drake, San Francisco-
Renee Kilmer
 - Jack Scott is confirmed as lunch speaker, as well as Ward Bushee [SF Chronicle editor]. Jerry Brown declined to speak, as did UC's new president.
 - Sessions are set. and conference will be sponsored by eCollege.
 - Friday academy about MIS, attendance accounting, academic calendar, etc. Facilitated by Carole Bogue-Feinour.

- 95 registrants for the Conference.
- Over 50 registrants for the 411 Training.
- Serrano Hotel as an alternative to the Sir Francis Drake.
- Compressed Calendar Concept Paper might become part of attendance accounting manual as a guideline.
 - b. CCLC 2007 Conference (November 20, 2008) Anaheim Hilton – *Renee Kilmer*
- Sessions from CIO presenters are set.
 - c. 2008 Spring Joint Conference (April 1-3, 2009) Sacramento Holiday Inn Capitol Mall *Renee Kilmer*
- Jack O’Connell as a possible presenter, as well as new president of UC. Carole has basic skills funds if we engage a speaker on basic skills. President of Richland College is also a dynamic speaker. Richland has done much in the area of accountability measures. Accreditation is a possible topic. Perhaps invite Barbara Beno or representatives from colleges(both successful and unsuccessful in their recent reviews) or invite CIOs recently trained for accreditation teams.
- Renee will confirm with O’Connell’s office and consider other presenters.
- Legal advisories may be good for Spring conference.
- Desert asked for hands-on sessions

VI. Members’ Reports and Issues 10:30 a.m.

- a. SACC Update – *Randal Lawson*
- CB21 MIS data element “prior to college level” i.e. Basic Skills level. Problem is that it is inclusive of Math, English and ESL, and there is no consistency across the state. There is also no consistency in the number of levels. Thus, data based on that element has little meaning, which affects ARC data.
- Subcommittee established of Lori Gaskin and Janet Fulks to make recommendations to better define this and make sense of it. MIS group is open to changing it. Suggestion to separate English, Math, and ESL into different elements and to separate English into reading and writing. Standard prereqs pretty well define math, but more variation in English and ESL among colleges. Discipline faculty need to work on rubrics that will define what is meant and that can be measured by the system. Idea is to make clear definitions so that colleges will know how to classify their classes. Senator Scott sponsoring a bill that would require more accountability measures than ARC currently requires.
- HBA Issue: Hours by Arrangement [TBA]. Rules for TBA hours [possible Spring conference topic]... West Valley Mission District had a major finding of non-compliance with Title V. Affects instruction: review curriculum; TBA hours embedded in courses must comply with Title V guidelines. Course outlines must delineate content etc. of TBA hours. Instructors must be aware of TBA hour obligations, and there is a requirement that faculty delineate an individual schedule for each student for these TBA hours. There are categories of instruction that have legitimate need for a TBA designator. Elias drafted 5 different exceptions/ categories of instruction that would qualify for TBA hours [

Dave Fishbaugh from West Valley will share those 5 with us]. Assumption that “arranged hours” have to do with a formal learning center where students are sent. Distance ed is an exception. Incentive to turn these into hybrid courses. West Valley created separate section rosters for an auditable record of scheduled student TBA hours. Cabrillo has adopted this as well. Dave suggested we collect our regional CIO responses to address these issues. LA uses CI Tracking to keep track of these hours – provides reports of student use of the Learning Center. Still need to have **scheduled hours** for each student established at beginning of term. Syllabus must list the proposed schedule of hours that would be available. Then students need to sign when they plan to attend the lab to be in compliance with this requirement.

b. CIO/CSSO Leadership Institute Planning Update – *Randal Lawson*

- Institute is planned in partnership with CSSO. To be held at Crown Plaza near John Wayne Airport. Dec 3-5. \$200 registration fee (does not include hotel). Mark Lieu will facilitate session on value of faculty experience prior to administrative experience. Leadership from presidents’ view: John Nixon and Bob Garber.
- Target audience: nomination forms go to CIOs and CSSOs. Accepting 12 each from faculty. 411 Workshop is very nuts and bolts for new CIOs; The CSSO/CIO training is more generally leadership oriented.
- Will assess our participation after this Institute.
- CCCCIO will fund travel and hotel for our presenters.

VII. Regional Group Reports – *Regional Chairs* 11:00 a.m.

- Irene Malmgren: Desert Region. Provided list of possible conference topics for round robin discussions, such as process for disciplining faculty.
- Leige Doffoney: Los Angeles Region. Working with LA school district and local partnership action team. Getting on ePortfolio for professional development, with 5 faculty per campus involved.
- Dave Fishbaugh: Southwest Bay Region. New CIOs, acting CIOs. Spent time getting to know one another, and agreed to meet monthly. Used Meet-o-Matic (web-based scheduling tool).
- Dave Bolt: West Hills College Lemoore. Will meet after Exec.
- Melinda Nish: Has had 2 meetings, and started to rotate where the meeting is. Meet every other month. Concern re. unfunded ftes and accreditation.

VIII. Academic Senate Report – *Mark Wade Lieu* 1:00 p.m.

- 1st meeting of Assessment and Placement Action Planning Group on Sept. 19. Reps from Calif Dept of Ed, and CalPASS. Mark working with Steve Bruckman with intent to make it an action rather than merely planning group.
- Events: Fall Plenary Nov.6-8; Student Success Conference Oct 1-3.; Accred Institute in January in San Jose, with a day dedicated to SLO trainers. Voc

Leader Institute in March; Leadership Institute in June in Lake Tahoe; Curriculum Institute next July. Limits on numbers from each college.

- Basic Skills: successful summer institute with 314 attendees. Basic Skills Phase 4 is coming out. 40 colleges/districts have sent in letters of interest. Senate is providing same resources to all applicants. There are new components to the grant which includes forming a permanent infrastructure.
- Accountability reporting is difficult and not always meaningful. Impetus to develop rubrics for 4 areas: Math, Reading, Writing, ESL – use model of Pathways in order to provide better coding than CB21. Will be able to map and follow progress of B.S. students.
- American Diploma Project: K-12 + CC to work on issue of disconnect between high school course and college course expectations. Discussion about alignments. Promising initial effort; Academic Senate has discussed competency statements and whether or not the Dept of Ed actually looks at them (they don't).
- California Forward: well-funded effort to work on governance in state – Leon Panetta. October 24 will be a convening, with the focus on governance in the community college.
- Senate has filed as a non-profit foundation.

IX. Update for Academic Affairs –*Carole Bogue-Feinour, Vice Chancellor, Academic Affairs* 1:30 p.m.

- Applications due Oct. 15 for new B.S. grant. RFA: continuation of workshops and goal of creating an infrastructure of professional development network.
- Interest in Distance Ed at BOG. No BCP for DE. All Board members will be sent most recent Board report for DE [completed in 2007]. Report does not include hybrid courses (must be over 50% online to be included in report).
- TBA: Draft advisory will be coming out. Centrally, the advisory defines TBA (contact hours added to a course that is scheduled as weekly or daily census). Lists the rules that must be followed to avoid shift to positive attendance. Students must establish a schedule, and there must be line of sight and minimum qualifications. Give students some schedule options and have them sign up; be sure to keep documentation.
- Communications Plan: Plan and Resource Guide. Intend to reconvene and meet again with PIOs. Carole will resend.
- Supplemental ARCC report. By November 1, submit the metrics for the new ARCC report. Should review reading and writing separately. They are looking at student success.

X. Budget Report –*Erik Skinner, Vice Chancellor, Fiscal Planning* 2:30 p.m.

- Erik not available.

XI. Liaison Reports 3:00 p.m.

a. ACCE –*Lynda Lee*

- One-day ACCE conference in SF on Oct 3. Statewide conference will be in February in Long Beach on the Queen Mary. Working on non-credit repetition from the approach of mastery or maintenance. Main challenge is lack of data.

Data from the colleges is not entirely reliable. Trying to find colleges with reliable data that can relate how many times a course is being repeated under non-credit.

b. CCL – *Jim Matthews*

c. CCCAOE – *Kim Schenk*

- Fall Conference Oct 22-24 in San Jose. Non Credit Pre Conference. Focus areas: Career Pathways, and Special Populations. Encourage faculty and administrators to attend.
- Fall of 09 will be in Long Beach. Perhaps a co-conference with CIO group.
- Discussing an eMentoring program to assist with info gathering.
- Piloting a relationship with FACCC.

XII. Other

CTE Task Force will meet on September 29. Melinda will send Agenda to Exec Board. Concerns about reduction in CTE courses in bad economic times.

A new college will become part of the region in which it resides.

Curriculum Committee Report: Nabil

- New Program Review paper
- 4 discipline specific resolutions: Math, English (reading and writing), ESL. Senate will be asked to support discipline faculty.
- Proposal for special approval for curricula to be scheduled in a more condensed timeframe. Exec proposes that this matter be dealt with via local senates.

XIII. Adjournment 3:30 p.m.

Next CCCCIO Executive Board Meeting is Wednesday, October 29, 2008