

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

**APPROVED MINUTES**

**Wednesday, September 20, 2006  
9:00 A.M. to 5:00 P.M.  
Room 4000-01, Chancellor's Office  
1102 Q Street  
Sacramento, CA 95814-6511  
(916) 445-8752**

*Free telephone connection available via CCC Confer for participants unable to attend in person.  
Phone number: 1 866 316-1517  
Telephone Pass Code: 94705850*

Members present: Randy Lawson, Pam Deegan, Claire Biancalana, David Bolt, Pam Eddinger, Alice Murillo, Michael Kasler, Ron Manzoni, Lori Gaskin, Barry Russell, Ed Buckley

Guests: Mark Lieu, Carole Bogue-Feinour, Jim Mathews, Lynda Lee  
CCC Confer: Allan Hoffman, Gari Browning, Leige Henderson

- I. Call to Order – *Randy Lawson 9:00 a.m.*
- II. Agenda Additions and Modifications – *Randy Lawson*

*Academic Senate report submitted by Pam Eddinger (Section IV)*

*Report on the Academic Senate Associate Degree Task Force*

Consent Agenda

- i. Minutes of July, 2006 Meeting (Attachment 1) – *Alice Murillo*  
*Minor correction made. Minutes accepted as submitted.*
- ii. Treasurer's Report (Attachment 2) – *Michael Kasler*  
Increase in president's expense allowance of \$3000, special Board travel for \$5000 and \$1500 for the newsletter require additional revenues.  
We currently have 43 paid institutional memberships.
- iii. Non Credit Alignment Project (Attachments 3 and 4)

Report submitted to the Board

- iv. Academic Senate Curriculum Committee: A resolution is anticipated that will address the need for careful local review of courses offered in less than six weeks.

Academic Senate Associate Degree Task Force: John Nixon is representing CIOs. Issues of concern which translated to AS resolutions include: Have only one degree AA or AS; define the difference between AA and AS clearly; include a new degree for vocational programs; eliminate the use of the word "transfer" in the degree title; change Title 5

language to require a minimum C grades for major coursework; allow IGETC to serve as major; disallow IGETC as the major requirement, etc.

- III. President's Reports – *Randy Lawson* 9:20 a.m.
- a. Committee Assignments (Attachment 5)  
Changes and additions to assignments have been made according to requests received. The list of CIO appointments, to include Strategic Plan Gait and APG assignments, will be updated accordingly.
  - b. Process for Establishing CCCCIO Priorities for 2006-07  
Suggested priorities will be obtained from the field for discussion at the next Board meeting scheduled the first morning of our Fall Conference.
  - c. Consultation Council, August 17 (Attachment 6 and 7)  
Fee assessment for any course scheduled January 1, 2007 or later will be \$20. The El Camino Compton Education Center has experienced a decrease in enrollment due to El Camino's inability to offer Compton classes. Transition has been challenging, but continues to improve. The Compton Community College District continues to exist as a political entity, although it does not include a college.
  - d. BOG Meeting, September 11 and 12  
There was unanimous approval of the change (increase) in the associate degree requirements in math and English and implementation at all colleges is to occur by Fall 09.  
The 07/08 System budget was approved as submitted.
  - e. Consultation Council Agenda, September 21 (Attachment 8 and 9)  
The System Office Noncredit Consultation Digest received by the CIO Board will again be revised by the Vice Chancellor of Academic Affairs in time for the September 21, 2007 meeting.
- IV. CIO Newsletter – *Ed Buckley* 10:00 a.m.
- The newsletter is intended to serve as a communication vehicle for the CIOs and to help strengthen the regional groups. Ideas for articles and format were solicited.
- V. Executive Secretary Report – *Claire Biancalana* 10:15
- a. Membership (Attachment 10)  
  
An updated list with college dues payment status is included. Membership dues can also be paid with the conference registration.
- VI. Conference Planning 10:20 A.M.
- a. 2006 Fall Conference Planning (November 1, 2, 3, The Dana on Mission Bay, San Diego) (Attachment 11)  
Twenty registrations have been received thus far. The Conference title is "CIOs Take the Stage". Speakers include Scott Lay in his new role, Chancellor Drummond, Carole Bogue-Feinour, Assemblyman John Laird and Nancy Shulock from the CSUS Research Institute. Topics to be presented include amongst others, the Basic Skills Initiative, supplemental instruction, Math & English course alternatives, the Curriculum Institute, defining and aligning noncredit courses, etc.
  - b. 2006 CCLC Conference Planning: (November 17, Costa Mesa Hilton, Costa Mesa)  
CCCCIO has been invited to present several sessions over the three days. All assignments have been made and topics selected.
  - c. 2007 Spring Joint Conference with CSSOs (March 21, 22, 23, Sit Francis Drake Hotel, San Francisco)  
The CSSO organization has initiated the planning.
  - d. Members' Reports and Issues 10:45 a.m.

- e. Basic Skills Re-apportionment Funds: The System Office's plans for staff development activities – *Ron Manzoni*

Current plans include up to ten teams of faculty and CIOs to offer staff development activities to all colleges. These sessions would serve as kick off activities to share the research findings. It has been requested that funds be offered on a continuing basis. Concerns were raised regarding the short time frame for submitting the college expenditure plan and the lack of detail/definition on how to complete the budget categories.

- f. 50% Law Revisions: Maintaining the momentum for change started by Robert Turnage – *Ron Manzoni*

This topic is still on hold at the Chancellor's Office. Randy will research the current status of these revisions.

- g. Status of Lab Courses Intended to Substitute for the Supervised Tutoring Option – *Alice Murillo*

This will be presented in one of the sessions at the Fall conference.

- h. System Advisory Committee on Curriculum (SACC) – *Lori Gaskin, Randy Lawson*

The committee covers a multitude of topics including revisions to the program and course approval handbook, AB 1943 & stand alone course approval process, revision of Title 5 regarding the CAHSEE exam, staff development related to course and program development, fast track approval of vocational type programs, etc.

Lunch

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

Mark described major initiatives/projects which include CIO representatives and he expressed his appreciation of the positive collaboration experienced. The Accreditation Institute is scheduled for January 5-6, 2007. The Curriculum Institute is scheduled for July 12-14, 2007. The Faculty Senate Plenary Session is scheduled for October 26-28, 2006. A teaching institute is under development to support new faculty. A vocational institute is scheduled for next spring in Palm Springs to encourage broader involvement of vocational faculty.

The Academic Senate will be putting out a paper on the role of noncredit in community colleges and will work on budget opportunities to support this interest. An English as a Second Language (ESL) paper is ready for distribution which attempts to describe current challenges around the tracking of student persistence, progress and performance. Other papers for distribution include "Faculty Equivalencies" (an update) and "Minors on Campus".

Currently the Academic Senate opposes the introduction of an associate in applied science, but supports the requirement of a C grade in all major requirements.

The Academic Senate supports SB 70-Career Pathways and has received a grant to support their efforts.

The disciplines list will be updated this year. There has been disappointment in the value of the ASSIST program used for statewide articulation review.

VIII. Chancellor's Office Report – *Vice Chancellor Carole Bogue Feinour 2:00 p.m.*

Consultation Digest for SB 360 was reviewed. Legal's interpretation of SB 360 includes the understanding that the sequence of courses described must be an approved program. Those programs already in place will be provided with an expeditious approval process. Programs should represent a sequence of courses,

rather than just one. An emergency Board of Governor's approval is anticipated for November.

The System Office will initiate a process so that colleges can report eligible programs by January 15, 2007 so that apportionment adjustments can be made in February.

Basic Skills apportionment budgets should include funding for staff development activities scheduled for the spring. Budget reports were to demonstrate that supplanting was not occurring with the new dollars.

Upcoming RFAs include: 5 million dollars for Career Advancement Academies (3); BA programs on community college sites; 2.1 million Career Technical Education Teacher Prep program (for math/science based careers)

The Teaching Institute, Curriculum Institute and CIO/CSS Spring Conference will host staff development events on the Basic Skills Initiative. Train the trainer events will enable the development of specialists on best practices resulting from the research review. These trainers will provide staff development at the campus sites.

The CAHSEE RFA will support projects that assist students who have not passed the Spring 06 exam and as well as those that have also not met the high school graduation unit requirement.

The Stand Alone bill is expected to be signed by the Governor.

The MIS course data base is under review to ensure that courses are not duplicated due to variations in course title. Colleges will participate in this review. This revision is needed in order for the System Office to appropriately monitor stand alone courses and to effectively use the data for research purposes. The new data base will be user friendly and easily distributable to the campuses.

MESA program RFA has been requested. The budget will include a 15% increase in COLA for existing programs, increased funds to support 25 additional students per existing program who plan to go into math or science teaching and an expansion of 12 additional programs.

IX. Budget Report – *Vice Chancellor Robert Turnage* 3:00 p.m.

Robert will be leaving the System Office and will be temporarily replaced by Jim Austin, CBO for the Grossmont-Cuyamaca Community College District. His primary responsibility will be implementation of SB 360.

X. Liaison Reports 3:30 P.M.

a. ACCE – *Lynda Lee*

Fall Conference will be held in Mira Costa on October 27, 2006. Keynote will address technology developments pertinent to community colleges. Additional discussions will include SB360. Spring conference will be in San Francisco.

b. CCL – *Jim Matthews*

A summary report from Jim was reviewed. Questions will be referred to Jim via email.

XI. Other Adjournment 4:00 P.M.

**Next CCCCIO Executive Board Meeting is Wednesday, November 1, 2006**