

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

**Minutes  
Approved**

**Wednesday, January 20, 2010  
9:30 a.m. to 3:30 p.m.  
Room 4000-4001, 4<sup>th</sup> Floor, CCCCCO  
1102 Q Street, Sacramento, CA 95814-6511  
(916) 445-8762**

Those present: Melinda Nish, Larry Buckley, Randy Lawson, Sharon Lowry, Randy Lawson, Mary Kay Rudolph, Meredith Randall, Dave Fishbaugh, Jim Mathews, Kerry Campbell-Price, Dennis Gervin, Ray Maghroori, Richard Mahon, Alma Johnson Hawkins; Via Confer: Renee Kilmer, Pam Deegan, Kim Schenk

1. The meeting was **called to order** at 9:30 by Melinda Nish for Renee Kilmer
2. **Agenda Modifications:** Items were reconfigured to accommodate presenters, Funding for PE Courses added to Barry Russell report, Academic Senate Proposal to Increase Minimum Qualifications added to Academic Senate Item
3. **Minutes** of October, 21 2009 meeting were approved unanimously
4. **Treasurer Position/ Bylaw Suspension:** Melinda proposed suspending Article VI of the Constitution to allow Larry Buckley to serve as the Treasurer for 1.5 years. It was moved, seconded, and unanimously approved
5. **Treasurer's Report:** Larry reported that Nabil stepped down from the Treasurer position last semester. They met to transfer the duties and records. Larry will submit a treasurer's report for the next meeting and will recommend more appropriate instruments for our funds. He will also meet with the accountant to review accounts..
6. President
  - a. **Survey Topics:** Renee collected suggestions from the field, compiles, and distributed them in the agenda packet. She obtained an account with Survey Monkey. Randy suggested there are certain topics which should be regularly surveyed. A small group was appointed to determine which topics should be regularly surveyed (also those which are hot LAO topics) and which should be completed first: Renee, Mary Kay, Dennis, Ray (PE only).
  - b. **Accreditation Task Force Update:** Renee reported last fall when Jack asked for the Task Force to meet with a subcommittee of the Commission, they were denied access. Then he asked that a subcommittee of the Task Force be allowed to present results of their survey to the Commission and was given a formal rejection. The Task Force did attend a Commissions meeting although the agenda topic in question was discussed in a closed session. There was no opportunity for the task force to speak. Later they asked Jack to speak with the commission in closed session for 5 minutes. He did so and presented the recommendations from the task force. There has been no response to him

yet. The Task Force needs to get the formal response before they can respond. Mary Kay suggests we notify the field that Jack needs to guide this movement. Renee will include this message in her notes to the CIOs and use it as the primary topic of the conference general meeting.

- c. Mary Kay did a **faculty concession survey**. She intended to put it on the web, but later thought it was inappropriate to put on the web. She would rather that a reference to contact Mary Kay it be posted instead. All agreed. Claire will look into a password protected sight.
  - d. **Listserve**: There is a question as to who is on the CIO listserve. There may be a way to determine who is on that listserve. Claire will investigate this issue. Renee will introduce this at the conference general meeting.
  - e. Melinda distributed a thank you letter from the Napa College Foundation for the donation to the **Chris McCarthy Scholarship**.
  - f. Renee announced the Workforce Leaders Institute April 28 through 30 in San Ramon. She asked that the Executive Board encourage people to attend.
  - g. Pam reported that **Pam Eddinger's husband** recently died. The board authorized up to \$100 to the Moorpark College Foundation in his name. It was decided that the Executive Board will acknowledge the death of immediate family members of former and present CCCCIO Executive Board members at the \$100 level
7. Academic Affairs Vice Chancellor's Report– Barry Russell and Stephani Low
- a. **Discontinued Programs**: There are no specific or official timelines for offering courses in discontinued programs.
  - b. **Basic Skills**: In the past the state has shown a great interested in basic skills through budgeting actions. Barry believes his office has dropped the ball and he intends to pick it up. The BS Advisory Committee will be reactivated. Pam added that the latest grant has not had as much financial support as in the past. The senate is no longer involved. She sees this as a problem.
  - c. **SB70**: In some Colleges transcribing of articulated high school classes does not happen until the student goes to the college and takes 12 units. A Chancellor's Office opinion will be sent to all CSSOs allowing transcribing when the class is taken. Kim says the memo will be greatly accepted by CTE.  
**Avocational Courses**: Barry will send a memo to the field today giving guidance to the definition of avocational courses and how to handle them. He says it is not an attack on PE. This issue will be handled differently by different colleges. If a college has the resources to do everything, it can. If it needs to pull back, it may help to prioritize. Barry's interpretation is that we are a system with 5 missions, but have a focus on 3. Each college should do what is best for that college. He does not suggest changing the mission of a college due to this emphasis. This is currently seen as a short-term focus.
  - d. **Repeatable courses**: Barry has a list of repeatable courses, by college. He says there are colleges where more than four repeats are allowed, which is inappropriate. He will contact those colleges.
  - e. **Athletics**: Barry is now in charge of Athletics at the Chancellor's Office. He will have greater communication with the Commission on Athletics.
  - f. **Part Time Faculty Advisory Committee**: The Chancellor Academic Senate, and the CIOs.
  - g. **Pending Chancellor's Office Approval**: Stephanie reported that the office asks that we not use of that phrase "Pending Chancellor's Office Approval" on program brochures and catalog. Further, she said do not publish programs that have not been approved.

- h. **California Council for the Humanities:** The director is interested in involving community college faculty in humanities issues
  - i. **Supervised Tutoring:** There has been confusion about supervised tutoring and supplemental learning assistance. Stephanie was asked to define the two. She will send the draft document to Renee for review.
  - j. **Non Compliant Degrees:** Colleges were asked to encourage students to select a CSU or UC GE pattern. This created a problem in some cases where there are two nearly identical degrees in the inventory. Stephanie is considering how to rectify this.
8. **Kaplan MOU with CCCCCO and Individual Colleges** – Jennifer Hartvickson distributed information about Kaplan University which is one of the largest providers of education. They are regionally accredited. She explained they are working closely with 88 community colleges across our state in articulation for transfer. They are working towards a 10% reduction in tuition for community college students. She explained a special program with Hartnell College in which Kaplan provides classes for Hartnell students. Carole Bogue Feinour commented that Hartnell reduced their spring schedule and eliminated both intersession and summer sessions. Students will have a difficult time finding classes to take. Kaplan stepped in with assessment of learning outcomes and transfer agreements and promotional materials for students, faculty, and counselors. Jen is interested if there are other opportunities for collaboration. Larry asked what role the curriculum committee had in the equivalency of courses. Carole explained that the Articulation Officer, who sits on the curriculum committee, was the major player. All materials from Hartnell when through the Kaplan prior learning center. Kerry asked if there were any issues of unfair competition expressed by Hartnell, to which Carole explained all were looking at the relationship as one of several options for students. Kaplan is a for profit company owned by the Washington Post.
9. **Budget Report** - Erik Skinner distributed a handout on the Governor's Budget. Governor's plan showed a 20M shortfall which is less than the prior year. Most solutions have been used during the prior year; therefore, this shortfall will be most difficult to eliminate. Erik reviewed some of the Governors strategies including heavy reliance on the use of federal funds. Most of these are not realistic. There are back-up plans which are brutal and which the legislature will not approve. These include funding reductions in health and welfare and continuation of planned tax eliminations. There is a fair amount of uncertainty about the budget. Community Colleges fared well compared to other sectors. We have a 2.2% enrollment growth (26,000 FTE), no student fee increases, negative cost of living adjustment due to a decline in price indices, property reduction off set with general funds, 10M moved from each EOPS and PT Faculty Compensation to CTE, added flexibility to categorical funded programs, suspension of some mandates, suspension of the full time faculty obligation, possible funding deferrals, and suspension of new competitive CalGrant Awards. This is an extremely favorable starting point...a best case scenario.

#### 10. Academic Senate Report

Jane Patton announced four upcoming events: Diversity Institute, Accreditation Institute, Voc Ed Institute, and the Spring Plenary Session. The Senate is still hotly debating the issue of Minimum Qualifications for Voc Ed faculty. AB440 is not dead. Alex Padilla is interested in sponsoring it this time, but it appears they will be using the final language which includes some of the senate language.

- a. **Prerequisite Pilot Project Task Force** – Richard Mahon reported that Task Force met in January. The work is driven by three senate resolutions: one calling for a move from prerequisite validation through gathered data to content review, the second, calling for pilot projects, and the third calling for increased attention to content review. The Task force discussed (1) Title 5 change process, (2) the role of research, (3), “pilot” projects, and (4) content review. Steve Bruckman met with the task force to summarize the

process for Title 5 changes, which will largely fall to SACC. Researchers Ken Meehan Willard Hom, and Nancy Shulock discussed the role research might play and transitioning from the current set of processes to one base primarily on content review. Task force committee members agreed that the “pilot” being contemplated would be *how* to proceed with content review. The task force reviewed the role of the *Model District Policy* in the process. The Senate’s Curriculum Committee, in collaboration with SACC, will modify this document. The proposed schedule is as follows: SACC review of new Title 5 language, January-February; Consultation Council discussion, March-May; BOG review: May/July/September; focused discussion at July Curriculum Institute; BOG final approval by Sept. 2010 & beginning of local discussions of revised prerequisites in fall 2010 in anticipation of 2010-11 catalogs.. Richard suggested discussion of this topic in March at the Senate Plenary Session and the CCCIO/CCCAOE conference.

- b. **C-ID** – Michelle Pilates explained the initiative as a replacement for CAN. CSU is on board and they are working with UC. LDTP is incorporated into C-ID. Descriptors (more like course outlines) have been vetted and distributed for Sociology, History, Accounting, and Communication Studies. Feedback is needed.
- c. **Credit by Exam** - SB 70 is a project that facilitates movement of CTE students from high schools to community colleges. There are articulation agreements associated. Some students are not given credit because of residency requirements. The Academic Senate requested the Chancellor’s Office to clarify there are no official residency requirements. Students do need to be in the college database so they will also ask for language indicating there must be an application on file to the college in order to get the credit. They also want to create an effective practices document.
- d. **Survey about Enterprise software** - Michelle will send the survey to CIOs and CSSOs. Please return by Tuesday January 26.

#### 11. **Conference Reports** 2:30

- a. **2009 Fall Conference**, October 21-23, 2009, The Dana on Mission Bay, San Diego: Melinda Nish reported the evaluations from this conference were positive, commenting that people particularly liked the data session. Favored items she pulled out were data, mobilizing politically, accreditation, dealing with budget issues, tips for surviving as a CIO, faculty evaluations, Title 5/ed code, and minimum qualifications. Pam wondered if we could change the dates of our conferences to accommodate more people. We changed the date of our next conference to miss accreditation visits and Halloween.
- b. **2010 Spring Joint Conference** with CCCAOE, March 17 – 19, 2010, Hilton Inn Financial District, in San Francisco – Melinda Nish reported we have had some good planning sessions. Topics of interest are: Accelerated Colleges (John Nixon), best practices in dealing with hiring freezes and reorganizations (Norm Fujimoto), how to effectively work in a multi-college district tailored to the CTE functions (Orange CIOs and deans). Other members suggested program discontinuation, PE/Recreational Courses, Do we have 3 or 5 Missions. Randy suggested an umbrella session dealing how priorities are set within those given, with round table discussion sessions including all these issues. Renee reported there is a subcommittee of Consultation Council looking at future directions in Community Colleges. Pam suggested single district vs. multi-college district issues might be of interest. Richard suggested the Pre-requisite task force issues would be a timely topic. Ray suggested financing related to student access. Pam suggested using Peter again to help invent tools we need. Larry commented on Cruz Reynoso’s presentation and the energy related to that presentation and wondered how we can effectively politically organize to mobilize the Community College voice. Richard commented that ICUS is advocating for all of higher education now with a unified student voice. The March on March is being organized with CSU and UC this year. Melinda asked for suggestions for speakers. Richard suggested Brian Murphy from

DeAnza. Renee suggested Fran White retiring president from Marin College. Larry suggested someone from industry.

- c. **2010 Fall Conference**, will be held October 27-29, 2010, The Dana on Mission Bay, San Diego

12. **Regional Updates** – Ray has no report. Alma reported that some CIOs at LACCD colleges are interested in hearing about policies and practices that occur in the single college experience and are interested in attending other regional meetings. They are visiting single districts. Dave reported his group met in December and discussed local issues, mainly budget reductions and avocational courses. They will meet in February. Meredith’s region has not met. Mary Kay reported her group did not meet, but neighbors are meeting with each other. They will try again in February. Larry has handed over his region to Francisco Arce, who could not participate today. There will be a meeting in February. Sharon has no report. Dennis’ group will meet next week. Pam reported they will meet every Monday after the Executive Board meeting.

13. **Member’s Reports** –Larry reported the Legislative Task Force met and established three priorities. He will email them to the group.

14. Liaison Reports- 3:45

- a. **ACCE** –Kerry Campbell- Price reported there will not be an annual conference. There will be two drive-in (north and south) workshops instead. They are assessing how many non-credit programs have been eliminated or reduced. Colleges are moving some courses from credit to fee-supported and they are being accepted by the community.
- b. **CCCAOE** – Kim Schenk reported that conference planning is going well. They will be in Anaheim in the fall of 2010. Assemblymember Paul Fong has agreed to sponsor a CCCAOE proposal for a pilot project that will bring together regional labor market information, job opportunities and CC training programs in a “one stop” website. CCCAOE’s position is that there will be adverse impact on CTE program if the Minimum Qualifications are changed. The California Workforce Association and the BACCC project focuses on best practices of collaboration between WIBs and CC. Bylaw changes were brought to the CCCAOE membership at the Fall conference and will be subject to a vote of the membership in February. Strategic directions: Diversification of the association funding stream-vendors piloted at Fall conference. Diversification and expansion of the membership-membership more narrowly defined through new bylaws. Development of an ongoing membership communication strategy-creation of Communication Officer position in new bylaws. Development of legislative priorities-pilot project described above. Alignment with EWD-collaborative project with Regional Consortia chairs to define parameters of workforce and economic development and develop a model that meets regional needs for efficient delivery of programs and services. Focus on association infrastructure for sustainability continuity-succession planning strategy. Vertical and horizontal integration with other associations and agencies-participation at CCLC conference; collaboration with Regional Chairs.
- c. **CCL** – Jim Mathews reported they lost 100% of the TTIP money; consequently there has been a 20% reduction in the December subscriptions. CCL is surveying colleges to determine the extent of the cuts for June. CCL is incorporating so they will be eligible for CCCCO grants. They are working of a system-wide purchase program through the department of Finance.

15. Adjournment

Next Meeting: March 17, 2010, 9:00, Hilton Inn Financial District, San Francisco