

**CALIFORNIA COMMUNITY COLLEGES CHIEF INSTRUCTIONAL OFFICERS
EXECUTIVE BOARD MEETING
MINUTES - approved**

**Wednesday, September 15, 2010
9:30 a.m. to 4 p.m.
Executive Conference Room, 3rd Floor, CCCCCO
1102 Q Street, Sacramento, CA 95814-6511
(916) 445-8762**

Present: Dennis Gervin, Regina Stanback Stroud, Claire Biancalana (Executive Secretary), Ray Maghroori, Larry Buckley, Melinda Nish, Pam Deegan, Deborah Ikeda, Marcy Drummond, Francisco Arce, Sharon Lowry, Meredith Randall, Mary Kay Rudolph, Barry Russell, Jane Patton, Stephanie Low

Phone: Renee Kilmer, Beth Smith

1. **Call to Order** – Melinda Nish called to order 9:32
2. **Agenda Modifications** – Senate Curriculum update added after President’s report
3. **Consent Agenda 9:40**
 - a. Minutes of July 14, 2010 Meeting were approved as submitted.
 - b. **Treasurer’s Report** - Larry Buckley reported we received \$3900 in dues in July with no expenses. In August we received over \$10,000 in dues with some expenses. In September there are \$3300 in dues, with more submitted. Larry will be doing “real time” accounting. Contract with CPA has been in place for several years. Letter from IRS states that we owe \$3600 in fines because of delinquent submission of information. Accountant is providing justification for the late submission; it was due to the IRS requesting additional information. The IRS is requesting a letter from a Board officer attesting to our non-profit status. Larry will send letter.
4. **Election of Secretary:** possibly get an intern to take minutes for the group under the mentorship of a Board member. Meredith Randall was elected as Secretary of the Executive Board.
5. **President’s Report** – *Melinda Nish* – 9:50
 - a. **Consultation Council Report:** Council was chaired by Erik Skinner. Currently no movement on the budget. FON: Faculty Obligation Number was discussed regarding the FON and SB 1440. According to Council, SB1440 is landmark legislation. There will be an implementation taskforce that will address questions swirling around SB 1440. Another item: part-time faculty representation desires separate seat at Consultation Council.
 - b. **Budget Workshop Report:**

Sept 10 a draft of 2011-12draft budget was circulated. 3 areas were highlighted: Student Success, Educational Quality, Access, using “Student Success” as driver of economy. Hard data is being provided to legislature with statistics of meeting workforce needs with community college graduates. Budget Request: 1) restoration of categoricals - \$313 million; 2) COLA of 5.5% - \$330 million; 3) enrollment growth of 4.4% - \$273 million. Total: over \$916 million. Keep using “student success” as the mantra.
 - c. **Committee Members and Reporting Responsibilities** (attachment 3)

Academic Senate Educational Policies committee: first meeting this Saturday (Sept 18) in Los Angeles, 9-3pm. Marcy Drummond is will serve, but can’t attend the first meeting. Francisco Arce and Larry Buckley will cover 9/18/10. Equal and Opportunity and Diversity Committee: Deborah Ikeda will serve. Suggestion by Renee that ETAC be taken off list. Barry reported ETAC meets later this month and will discuss this as an agenda item.

All other committees are staffed.

CCCCIO Appointed Reps are to submit meeting information on attached form. These are to be sent to Claire and will be posted on the web and included in the next agenda package. CIO Reps could be invited to speak to their items at Board meetings.

Senate Curriculum Committee Report – Beth Smith: 1st meeting scheduled next week. Topics: content review, curriculum institute (in San Diego in July 2011), matrix of instructional methodologies. Senate website has been redesigned. SACC will look at CB codes, some of which have been revamped and some which are out of date. Noncredit issues, stand alone courses research including use of these courses (report due to Legislature in 2012). First Responder courses need to be included in discussion of stand alone courses.

6. **Conference Reports – 10:20**

a. **2010 CCLC Conference**, Pasadena Convention Center November 18-20, 2010,-
Curriculum Hot Topics – Sharon Lowry, Beth Smith, Randy Lawson – presentation confirmed
Honing the Core College Mission during Difficult Financial Times, Pamela Deegan, Barry Russell: presentation confirmed.

Sibling Rivalry – Melinda Nish, Dennis Gervin, Karen Walters Dunlap, Cheryl Babler: presentation not accepted.

b. **2010 Fall Conference**, October 27-29, 2010, Dana on Mission Bay, San Diego - *Dennis Gervin*
411 Academy is scheduled for Tuesday Oct 26. Get word out in region meetings/notices. Wednesday begins the conference. Randy, Sharon and Beth will speak on hot topics in curriculum. Barry is leading discussion on SB 1440 and 1143 – Transfer Guarantee and funding.

Partnering with ACCJC –Presenters will be Barbara Beno, Jane Patton, etc. Focused discussion with Joan Smith and Dave Bolt – Integrated Planning. Dennis Gervin, Susan Clifford, and Michelle Pilatti on Substantive Change. Keynote Speaker: David Longaneckar, Western Interstate Commission for Higher Education (WICHE) President.

Training re. Accreditation - Regional Reps are asked to work with members of regions: 1. Call for input on any area related to accreditation – get information from CIOs in regions. Send in good and problematic examples, including tools that worked for accreditation. College names and CIO names will not be used without permission. 2. Get new CIOs and aspiring deans to attend 411. 3. Look at list of Conference Attendees – contact region CIOs that have not signed up. 4. ALOs received separate invitation from Barbara Beno to the Thursday presentation.

Friday: Discussion among CIOs regarding next steps for accreditation.

c. **2011 Spring Conference March 23 – 25, 2010, Monterey** - *Dennis Gervin*: CIOs only.

Possibilities are town hall meeting on student success, follow-up on accreditation issues, focus on nuts and bolts of being a CIO. Need to select topics that will encourage CIOs to come.

7. **Member's Reports and Issues – 10:50**

a. **Update on Prerequisites Policy Proposal and Public Hearing** –*Barry Russell*

Senate is listening to input from constituencies. Task Force will be reconvened. Senate may wait until January to complete proposal. There is not a document to distribute at this time. System research should be identified as to where it has been derived. There is dialogue about validation of pre-requisites and how burdensome it is. The question is how to get accurate information from the field? Barry Russell will send out something to CIO All. Suggested that this topic be included on the Friday Conference Agenda. Melinda will find out when the Task Force is re-convening.

b. **ACCJC Meeting Report** - *Renee Kilmer*

Reported meetings with Barbara Beno and others have been fruitful in planning for training for CIO Conference. Melinda plans to report to the Consultation Council that CCCCIO is working very productively with ACCJC. ACCJC Task Force update at Consultation Council [Renee Kilmer is on Task Force].

c. **Relations with For-Profit Institutions** – *Ray Maghroori and Regina Stanback Stroud*

All too often, students leave those institutions with huge debt and not always a degree or certificate. Some for-profits have 80% of their funds from federal financial aid dollars. These financial aid monies are being directed away from the community college or public institutions and towards the for-profits. Ray has prepared a sample resolution. (The CCCCIO body has used a resolution on Basic Skills in the recent past) Issue: how do we as a group best get the message across that we do not endorse or engage in affiliation with for-profit institutions. What about existing agreements with for-profits? Is this something that Melinda should report on to Consultation Council regarding the predatory behavior of many of these for-profit institutions?

The resolution as written does not focus sufficiently on the predatory nature of some of these institutions. Regina suggested additional language to “Be it resolved” such that the language focuses on those institutions that engage in fraudulent, deceptive, and predatory practices. Beth cautioned that many of our part-time faculty teach at these institutions. Also, we don’t want to restrict colleges from partnering with whatever institutions they need to partner with. Decided to have Melinda report at Consultation Council and take to the October conference as well as raise awareness at regional meetings.

d. Synthesizing Issues for CIOs – *Ray Maghroori and Pamela Deegan*

Handout from Pam Deegan on suggested topics of interest for CIOs with Sample Report Elements. Where and how can this information be posted? Objective is to have a repository of information for CIOs. Ray has spoken with C4 regarding assistance in managing the information. The original proposal from Pam was to hire someone to do a “Cliff’s Note” version of updates/information. Although there are 2 proposals, they could be linked. In October start self identification of areas of expertise. Pam and Regina will become a task force to study the issue to return to the October board meeting

e. SB 1440 Implementation Issues - *Regina Stanback Stroud*

Covered under Jane Patton’s presentation.

f. List Serve – *Pam Deegan and Deborah Ikeda*

List Serve that is restricted to CIOs only would be best solution, but the current list serve will always be relatively open. This topic will be discussed at the October General Session

8. Chancellor’s Office Report – *Barry Russell* 1:00

Basic Skills meeting will be held at Canada College next week. B.S. Initiative Task Force has been re-formed and will provide direction to Chancellor’s Office on Basic Skills issues statewide. First meeting will be an organizational meeting;” research” is one of the agenda items. Who else needs to be in the room? We are in the 3rd year of the 5 year plan, and need a summative measurement of where the colleges are and how successful they have been in implementing their plans.

Stand Alone Course Approval: CCs can only offer freshman and sophomore courses. Some colleges are offering classes for faculty such as “how to teach online classes.” But these classes cannot be offered for apportionment. If there is a program with electives, then those electives are not stand alone courses. “Suggested courses” are not part of a program and are stand alone courses. SACC will discuss this in their meeting. CCs do not have authority nor the funds to branch out into baccalaureate degrees.

Students are being bumped out of community colleges and will be bumped even more if we try to offer bachelor’s degrees. 3 colleges have a baccalaureate degree.

Contractual Education: Can the colleges offer identical courses as contract education to the same population? Answer is no; students cannot be charged individually. This kind of contract education is when the college contracts with another entity to provide instruction for it. A memo regarding this issue has been posted and will be sent out again. If contracting to deliver instruction, every year the contract must be approved by the Chancellor’s Office. Need cover page – an approval formwhich will be redone and sent out [Instructional Services Agreement].

List to identify local college library contact to complete Library and Learning Resources Survey will be distributed to the field.

Flex Activities: Suggestion to look at the Flex Activities statewide. Days in lieu of apportionment – faculty need to participate on those days. Can it be more directive regarding retention and student success activities? ACCJC uses terminology of “student achievement” and “student learning.” Francisco suggested it might be helpful to match up our terminology.

SB 1143: Legislation regarding degree/certificate completion; goes to Legislature in 2012. Potential of impacting funding. Will be discussed in Consultation Council tomorrow.

www.whitehouse.gov/communitycollege

SB 1440: There is concern about the impact of 1440 on colleges that have no partnerships with universities in their areas or do not have matching majors with them. Stephanie Low reported the office has met with CSUs. Students who have met the requirements would be on the list but not necessarily accepted at those universities due to impacted programs or the lack of priority as a geographical area. Implementation Task Force will grapple with these issues. CSU has list of geographic areas. Jane P said Senates would get together to discuss most common majors.

ARRA Funds: considerable leeway in backfilling. These are general funds.

Middle College High School students. There are 11 current programs.

Puente: flagship for UCs and true learning communities.
Retooling of money for CAHSEE
Central Valley campuses: money for infrastructure to increase digital literacy from BTOP (Broadband Technology Opportunities Program).
Community College MESA programs: MESA students will be provided laptop computers.
USA Learns – SCOE –and English Language program is available to students.

9. **Academic Senate Report** –*Jane Patton* 2:15

a. Senate Update

November 11-12 Plenary Session in S. Cal.: Sylvia Hertado as keynote speaker.

Feb 25-26 - Basic Skills conference organized by the Senate.

March 18-19 - Accreditation Institute in Napa

January 27 – Vocational Leadership Conference in Newport Beach

Assessment of students/SLOs: professional responsibility.

b. SB 1440

Faculty feel that they need to be in front of 1440. They have begun to formulate ideas. They are convening discipline faculty from CSUs and CCs. How do we develop a transfer degree that provides a major and completes the transfer G.E? There is potential of developing a model in each discipline. Don't need to change all degrees...this is only for students to be given higher priority in transferring. The bill states CSU GE + 18 units in the major with a total 60 units. Student awarded the "transfer" associate degree cannot have local requirements added. **AB 2302**: UCs are being asked to do a study to explore a transfer partnership with the CCs.

c. Prerequisites :

In July the BoG asked that there be no language changes yet. Dennis Gervin represents CIOs on Task Force. Will provide more detail about content review, training information. Timeline for implementation will be given as well as a requirement that colleges submit a plan for implementation. Local conversation needs to include enrollment management and identification of which courses students really struggle with. Students need to be given more information on sequencing etc. Guidelines will come out from Chancellor's Office.

10. Regional Updates – (*Regional Chairs*) 3:00

Regina: her region has set up face to face, conference meetings, and conference calls, and is striving to serve as resources for one another to strengthen their region.

11. Liaison Reports 3:30: No Liaison Reports today.

a. ACCE – *Kerry Campbell- Price*

b. CCCAOE – *John Means*

c. CCL – *Jim Mathews*

12. Adjournment 3:21

Next meeting: October 27, 2010, 9:00 a.m.