

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

MINUTES

Wednesday, September 28, 2005

9:30 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:

- I. Call to Order - *Pam Deegan* **9:30 A.M.**
- II. Agenda Additions and Modifications - *Pam Deegan*
- III. Consent Agenda
 - i. Minutes of July, 2005 Meeting (Attachment 1) – *Alice Murillo* (***MSA as submitted***)
 - ii. Treasurer's Report (Attachment 2) – *Michael Kasler* (***New format was presented in the report distributed at the meeting.***)
 - iii. **September BOG Meeting (Attachment 10)-Randy Lawson**
- IV. President's Reports **9:35 A.M.**
 - a. CIO Representatives on Statewide Committee (Attachment 3)
The attachment was reviewed for accuracy and recommended additions.
 - b. Carter Doran Award (**Award for instructional administrators from dean level and up. Call for nominations will go out in January, nominations received by February and award to be given at the March conference.**)
 - c. CCCIO.ORG (**Web page- Bob Gavreau is retiring in December and therefore we need a replacement to keep our web page current. Claire Biancalana will explore possibilities.**)
 - d. Consultation Council (**August**)
 - i. 75/25 (Attachment 4)-**Chancellor did not accept what was recommended by the task group. The task group will be reinstated and asked to come up with a different plan.**
 - ii. Disciplines List (Attachment 5)-**recommended changes were approved**
 - iii. Title 5 Regulations Changes-**Section 58009-apportionment for on-line labs will be allowed at the rate of the WSCH, rather than the unit hours rate. Changes may occur by January.**
 - iv. Tutoring Regulation Changes (Attachment 6)-**Apportionment is now available for on-line tutoring**
 - v. CSU/CCC Transfer MOU
 - vi. **Sept. Consultation-Oct 14 is deadline date to propose changes to Title 5**
 - e. Accrediting Commission's interest in substantive changes - *Michael Kasler and Dean Colli*
 - f. Strategic Planning for the California Community Colleges
 - g. 2006-07 Budget Planning Meeting

- h. **Newsletter-There is a \$200 quarterly fee to complete the newsletter. The group MSA the additional cost. Dean-motion, Alex –second. Please provide feedback to Ed on the current newsletter and topics for the future.**

- V. **Executive Secretary Report 10:30 A.M.**
 - a. **New CIO list (Attachment 7) This list was updated with current names. Also the number of conference registrations was provided as well as the number of college registrations fees received.**

- VI. **Conference Planning 10:35 A.M.**
 - a. **Fall Conference, San Diego, November 2 – 4 (Attachment 8) The draft program was reviewed. Each member was asked to provide solutions for possible scenarios that can be used to train new CIOs.**
 - b. **Regional meetings-Each region will be required to present what new strategies are being used to revitalize the group, the group’s accomplishments and challenges.**
 - c. **Exec board members will be assigned to do session introductions.**
 - d. **Pre-conference Training-There are currently 20 registrants.**
 - e. **Pre-conference Executive Board dinner at Pam’s Home at 6:30 p.m.– Nov. 1**
 - f. **CCLC Conference, San Francisco Airport, November 18 (Attachment 9)-CCLC is expecting us to conduct four sessions. Two will be done jointly with CSSOs (Enrollment Management and Fees). Another session will be “CIO updates”. The last session is related to On-line Instruction.**

- VII. **Members’ Reports 11:00 A.M.**
 - a. **2006-07 Budget Planning Meeting (Attachment 10) – Randy Lawson**
 - b. **September 24 CCLC Legislative Committee – Jack Friedlander-Update distributed**
 - c. **System Curriculum Committee (Attachment 11) – Sallyanne Fitzgerald-Due to dire needs in the MIS system, common course numbering is being legislated to track courses that are basically the same.**

Stand alone courses will need to be carefully tracked and this may be done with a grid that has columns with headings that qualify the course as meeting other requirements.

The stand alone approval guidelines will be distributed to all for review. There will be a two year phase in period where the college will be responsible for stand alone course approval and will also need to report what it is being done.

- VIII. **Issues 11:30 A.M.**
 - a. **WASC Program Approval Process Associated with Substantive Changes –**
 - b. **Non Credit Courses - Michael Kasler, Allan Hoffman, Dean Colli, Alice Murillo**
 - i. **Credit and Non Credit Course Outlines in Dual Listed Classes**
 - ii. **Proposed Title 5 Changes for Non Credit and Supervised Tutoring**
 - iii. **Repeatability and Zero Unit Courses**
 - c. **Legislation regarding Educational Credit Programs for Inmates - Allan Hoffman SB 672 (if signed) will allow a college to offer a class in a prison facility and it defines clearly the apportionment formulas to be used.**

Lunch

- IX. **Strategic Planning Update – (MIG) 1:00 P.M.**

Dan Iacofano of MIG reported that his firm was engaged in a statewide conversation about the System Strategic Plan. He reviewed the work thus far, including values, vision, missions, strategic goals, and initiatives, and asked for reactions from the group. The following suggestions were made:

- “Populace” is a better word than “citizenry” when referring to our students
- There is a need to identify funding for the Access and Success statements
- The technology vision should be expanded
- Professional development should be expanded beyond the Economic and Workforce Development area of the plan
- Student Learning should be highlighted and included in the Student Success area
- Mechanisms for eliminating the shortage of administrators should be included
- Funding should be identified for all parts of the plan
- Add Business Process Streamlining to the plan
- Quality education should be added and linked to the missions
- Reference support staff
- In C7, remove “physical education” and replace it with “concurrent enrollment”

Overall, the group commended MIG for their work, but concluded there is a significant need to refocus away from special populations and to all students needing an education.

Board members were asked to enroll at WWW.CCC-SYSTEMSTRATEGICPLAN.ORG to provide input and receive information.

X. Academic Senate Report – (*Michelle Pilati*) **2:00 P.M.**

The strategic plan is emphasizing workforce development because the community college represents the most efficient way of offering workforce development, but we need to ensure that the budget matches the charge. The current draft is very different from the draft of a month ago and it still needs a lot of work. It was recommended that all constituents review the draft on the web and make the necessary comments to influence the end result.

Compton College has asked the Senate to assist with the development of student learning outcomes by December.

It was recommended that faculty input be obtained for catalog revisions. It was also commented that new state guidelines require that noncredit courses also be published in the catalog.

XI. Chancellor’s Office Report – (*Skip Davies*) **10:45 P.M.**

- a. Introduction of Carol Bogue Feinour as new VC of Ed Services**
- b. Notice to have every CIO send a current college catalog to CCCCCO**
- c. Press Release distributed-\$20m legislation on an approved spending plan. The RFP will go out in November and project proposals will be expected in February.**
 - 1. Quick start projects-ATT, Biotech, and five other areas-\$400,000-\$500,000 grants for colleges, HS & ROP to develop articulations that can be transferred to other schools (seamless transition). Maybe \$ will be available for equipment next year.**
 - 2. Capacity building in 10 economic regions of the state-\$400,000 for projects in colleges, ROP and HS to provide a seamless transition of high school students through articulation agreements that cut across multiple community colleges.**

- d. Distance Education Update- **Student fees-can be assessed if student can get a tangible item from the fees-i.e. students can download a product and actually print a necessary portion of it and use it now and in the future.**
- e. Noncredit Course Update-**Noncredit alignment project is reviewing the top code issues, curricular and program approval standards, student transition from non-credit to credit, etc.** A discussion ensued about the differences between credit and non credit course objectives and about zero unit courses. Michelle Pilates offered to provide us with information showing the differences in the courses. This bill has not passed through the legislature yet.
- f. Substantive Change Requirements – *LeBarron Woodyard*- **Specific program approval language has been in place with the accrediting commission since 1972. New programs need to be evaluated for substantive change by calling the agency for their review (can be initiated by a phone call). If a substantive change application is required, then the program must be approved by ACCJC before it is offered. An example includes the offering of an on-line degree which should have been approved when half of the units required for the degree were available on-line. Approval from CCCCCO and ACCJC is required for these programs to be offered. (See the ACCJC Guidelines Handbook, August 2004 for specific definitions.) The Curriculum Standards Handbook will include a statement to remind the field of this requirement. Also, CCCCCO will attempt to align their program application with the ACCJC requirement to simplify the process for the colleges.**
- g. **SB 672 (if signed) will allow a college to offer a class in a prison facility and it defines clearly the apportionment formulas to be used.**
- h. **\$10 m for nursing expansion program to increase capacity by 2000-this translates to an added fund of \$5000 per nursing student. A survey is being distributed to nursing programs to assess their capacity to expand. Issues of concern include faculty pay and turnover, the large prerequisite requirement, the availability of clinical sites, student enrollment eligibility, retention and persistence, etc.**
- i. **AB 967-Special admits limitation to 5% may be removed for Early/Middle College students, if signed. There are new reporting requirements attached to this bill.**
- XII. Budget Report – (*Robert Turnage*) **3:00 P.M.**

The system budget request for 2006-07 was adopted by the Board of Governors at their last meeting. The Budget Change Proposal has been submitted to the Department of Finance, who commended the office for the magnitude of changes.

Turnage reported on several important bills:

- Scott's SB 70, the Career Tech Bill, was signed by the Governor and provides a \$20M allocation
- Canciamila's (SP?) bill, AB 967, to eliminate the 5% rule, was modified and is limited to only Early and Middle College High School students. Turnage felt this was a crack in the door and would eventually lead to loosening the restriction on all concurrently enrolled students.
- SB361, the new funding formula bill has been modified to a two year bill and is presently parked in the Assembly Appropriations Committee. Even though the Department of Finance was negative, the Governor's Staff was receptive to talking about details of the proposal this fall. There is hope the bill will move forward in January with the Governor's support.

Regarding the 2004-05 CAP, he described thus far, all reported FTES is funded with \$8M unallocated. This fact may change as districts have until October to modify their 2004-05 FTES reports. Turnage is planning to request Finance to allow the unallocated funds to be

used to backfill the Property Tax Shortfall, should there be one. Additionally, because all of the excess FTES had been funded, there is no need for the allocated \$28M for Basic Skills over Cap. The approved use of those funds is to distribute them on a one time basis to the district, much as PFE was distributed.

He also reported that 25:75 was discussed at Consultation Council. Staff realized there were too many problems and will rework the proposal. The most essential change he sees is allowing the Chancellor or the Board of Governors to intervene when "real work occurrences" arise.

XIII. Liaison Reports **3:30 P.M.**

- a. ACCE – (*Lynda Lee*)
- b. CCCAOE – (*Wilma Owens*)
Conference planning is complete. It will include best practices, professional development, and fun.
- c. CCL – (*Johanna Bowen*)
The group scheduled 2 meetings to discuss best Library practices for Accreditation purposes. They are on October 26 in the North and November 2 in the South. Deans and Director of Libraries will meet at the Chancellor's Office on October 14. There is no longer an official Library Representative in the Chancellor's Office; the conduit is through the CCCCIO.

The meeting was adjourned at 4 PM.

The next meeting is scheduled for the morning of November 2 in San Diego.