



## **EXECUTIVE COMMITTEE MEETING**

**August 11 – 12, 2017 Minutes**

*The Inn at the Tides, Bodega Bay*

### **I. ORDER OF BUSINESS**

#### **A. Roll Call**

President Bruno called the meeting to order at 2:15 p.m. and welcomed members.

J. Adams, C. Aschenbach, R. Beach, D. Davison, R. Eikey, S. Foster, J. Freitas, G. May, C. McKay, L. Parker, C. Roberson, C. Rutan, L. Slattery-Farrell, and J. Stankas.

#### **B. Approval of the Agenda**

**MSC (Rutan/McKay) to approve the August 11-12, 2017, meeting agenda.**

#### **C. Public Comment**

*This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.*

No public comment.

#### **D. Calendar**

Members were updated on deadlines.

#### **E. Action Tracking**

Members were asked to review the Action tracking and update as necessary.

#### **F. Local Senate Visits**

Members were asked to update the local senate visits.

#### **G. Dinner Arrangements**

Members discussed dinner arrangements.

### **II. CONSENT CALENDAR**

**A. June 1 - 2, 2017 Meeting Minutes, Davison**

**B. Emergency Leadership Transition Plan, Adams**

**C. Awards Handbook Update, Freitas**

**D. Revisions to Policy 70.0 Membership, Adams**

**E. OER Task Force Regional Meetings and Webinars, Dillon**

**F. Publications Guidelines, Adams**

**G. Guided Pathways Liaison Expectations, Roberson**

**H. Accreditation Institute, May**

**I. Addition of Curriculum Specialist to the Curriculum Committee, Rutan**

**Item F, H, and I were removed from the Consent Calendar.**

**MSC (Freitas/Beach) to approve the consent calendar as amended.**

**F. Publications Guidelines, Adams**

Members discussed the Publications Guidelines and suggested changes. It was noted that the “Other Official Documents” section was incomplete because white papers were not addressed. Additionally, the “Other Documents” section might also address the ASCCC Foundation research papers as well as committee charges. Members suggested other minor changes. A recommendation was made that since these guidelines were developed a few years ago and most of the information is complete, the Executive Committee might consider approving the guidelines without the “Other Documents” section. By consensus, the “Other Documents” section will be removed for further refinement.

**MSC (Freitas/Davison) to approve the Publication Guidelines with suggested edits and the remove the section titled “Other Official Documents.”**

**Action:**

Adams will bring the “Other Official Documents” to the Operational Committee to address members comments. The revised guidelines will return to another meeting for approval.

**H. Accreditation Institute Pre-session**

May informed members that the ACCJC has agreed to be a sponsor for this year’s Accreditation Institute and will donate \$3,000 to the event. They have also requested to hold a pre-session prior to the institute and they will cover all costs associated with the pre-session. The pre-session will have two breakout sessions dedicated to training new evaluators and accreditation liaison officers. A suggestion was made to communicate to faculty what it means for them to attend the pre-session and include that there is no guarantee that they will be appointed to serve on a team.

**MSC (Slattery-Farrell/McKay) to approve adding a pre-session to the Accreditation Institute.**

**I. Addition of Curriculum Specialist to Curriculum Committee**

Members inquired about how the Curriculum Specialist would be selected. It was suggested that the California School Employees Association or the CFT Guild be contacted to ensure we are not entering into a union issue. It was suggested that we should contact the Classified Senate for an appointment to raise their statewide visibility. By consensus, Rutan will express to the CIO Board our interest in adding a Curriculum Specialist to the Curriculum Committee and seek their advice about who should make such an appointment.

**MSC (Freitas/Davison) to approve the addition of a Curriculum Specialist to the Curriculum Committee.**

**III. REPORTS**

**A. President's/Executive Director's Report**

Bruno informed members that she chaired her last meeting of ICAS in June. CSU will chair the group next year. At the June meeting, the Department of Finance and the Legislative Analyst Office updated members on the higher education section of the governor's budget and provided background about the actions in the May Revise. UC and CSU raised concerns with representatives about the governor's actions. The CCC expressed gratitude for the inclusion of \$1 million one time funds to support the C-ID system as well as including the local academic senate sign off on the Guided Pathways Award Program. ICAS approved many of the changes to the IGETC standards as recommended by the ICAS IGETC Standards Committee. However, ICAS did not approve the recommendation to modify the standards related to the inclusion of online Communication Studies courses to fulfill the oral communication requirement since it was not clear that Communication Studies faculty had been consulted during the revision process.

Bruno informed members that IEPI has made significant changes to their advisory groups. The Policies, Practice, and Procedures Advisory Group changed their focus to recommending changes to statute and regulations, eliminating regulations or laws that do not function well, and making additions where necessary. The Applied Solution Kits (ASKs) will now be housed in the Professional Development Advisory workgroup. The Indicators workgroup is dealing with key performance indicators for Guided Pathways, which will measure colleges progress on instituting Guided Pathways. The Technical Assistance group, which handles the partnership resource teams, is discussing how to partner with ACCJC. A new ASK has been created on Change Leadership that is planning a conference on October 5 and 6 to discuss leadership and change. Bruno is on the advisory group for this ASK and Executive Vice Chancellor Laura Hope is the chair.

Bruno and Adams met with Lark Park from the Governor's Office to discussed UC Transfer Pathways, C-ID, incarcerated students, CTE minimum qualifications, and AB 705 (Irwin). Park was very supportive of the efforts of ASCCC.

The Curriculum and Part-time Faculty Leadership Institutes had a great response from attendees. Bruno thanked the chairs and the committee members for all their work in planning and executing the institutes. The ASCCC would like to hold another Part-time Faculty Leadership Institute. Faculty were grateful for the opportunity.

Bruno provided an update on the ADT intermediate algebra C-ID issue. Several ASCCC representatives had a good meeting with representatives from the CCC Chancellor's Office, the CSU Chancellor's Office, the CSU Academic Senate, and the California Acceleration Project. CSUs recently announced that a revision of Executive Order 11000 is underway and that there will be changes to the quantitative reasoning requirements. These changes will need to be factored into future discussions.

Adams is serving on the History Project Task Force and has been working on locating past leaders in the California community college system and sending them a survey to inform the ASCCC history project. She suggested that members read the *Rostrum* article on this topic for more background information.

She has had a conversation with 4CG—a group comprised of counselors. They would like to partner with ASCCC in some capacity and is working on a proposal for the Executive Committee to consider.

Adams spoke with California Department of Corrections and Rehabilitation (CDRC) about partnering with the ASCCC to create developmental education curriculum in English and math that would be self-paced noncredit courses available in prisons throughout California. They are interested in getting students to be college ready so that they are better prepared to take colleges courses offered in prison, which would then move them closer to an AD-T and bachelor degree. Students who take these courses would have time reduced from their sentence so there is incentive for inmates to participate. This Fall, ASCCC will be identifying faculty to assist.

Adams informed members that staff is working with a marketing firm to develop marketing materials for ASCCC and C-ID. The plan is to focus on explaining who we are, what we do, and why people should care.

Adams attended the CTE Data Unlocked meeting. During the meeting, it was announced that Vice Chancellor Ton-Quinlivan has hired a consultant who will be evaluating the CCC MIS Systems and providing recommendations about where improvements can be made. She noted that Launchboard will be built into the MIS data not only for CTE but for all data.

Adams met with Rock Pfothauer, Molly Smith, and Kim Shank regarding C-ID CTE and how to better work with the regional consortium and Sector Navigators to build capacity for C-ID CTE. The conversation centered on how C-ID might consider developing the skills and competencies needed for certificates and awards rather than descriptors or model curriculum. In other words, C-ID would work with faculty and industry to identify the skills and competencies students should have to receive a certificate or award. This would fulfill 5 or 6 strong workforce recommendations.

Adams has been working with faculty to finalize the course for those who might be interested in teaching in prisons. The course should go live by the end of the month. Faculty from Cosumnes River and Folsom have volunteered to critique the course and provide feedback. The module for those volunteering to serve on our committees has been completed and will be sent to all volunteers. She reminded members that volunteers will be asked to certify that they understand their roles and responsibilities of serving on behalf of an Academic Senate. A basic skills course has been completed and will be available soon for feedback from discipline faculty.

Adams reported on operational changes:

- Ashley Fisher was hired as the new Executive Assistant and Veronica Rey as an Administrative Assistant whose main responsibilities is handle faculty appointments.
- The ASCCC office no longer has a conference room as it has been converted to office space for additional staff. However, there are commuter desks available for Executive Committee members who need a space to work while in Sacramento. If committee chairs would like to hold a meeting in Sacramento, ASCCC can make arrangements for meetings at the Chancellor's Office. Otherwise, committee chairs should consider holding meetings at colleges.
- Adams has been working with Associate Director Mica to transfer operational responsibilities to her. This has been successful and more responsibilities will be transferred in the future.
- The accounting function has been transferred from the Tax Office (external accounting firm used by ASCCC) to an in-house controller, Alice Hammar. The transition has already improved some processes.
- Staff has begun preparations for the audit, which will take place the third week in September.
- Adams and staff are working on a Communications Plan, which will come to the next meeting for consideration.

#### **B. Foundation President's Report**

Rutan informed members that the Foundation meets on August 25, 2017, with new members of the Foundation Board. The Executive Committee membership is Freitas as Secretary, Aschenbach as Treasurer, McKay as Director, and Julie Adams Executive Director. He anticipates that the Board will need to hold elections at the Fall Plenary Session for up to three new board members. The Foundation did not meet over summer so there is nothing new to report since the last report in May.

#### **C. Liaison Oral Reports *(please keep report to 5 mins., each)***

Liaisons from the following organizations are invited to provide the Executive Committee with updates related to their organization: AAUP, CCA, CCCI, CFT, FACCC, and the Student Senate.

No liaisons present.

### **IV. ACTION ITEMS**

#### **A. Legislative Update**

The Executive Committee was updated on recent legislative activities.

#### **B. 2017 – 2018 Budget**

Adams presented the 2017 – 18 budget as recommended by the ASCCC Officers. She reminded members that their role as board members is to ensure that the ASCCC is fiscally sound and she provided the balance sheet and income statement to assist them in making such as a determination. Adams instructed members on how to read the reports and answered questions. The ASCCC is fiscally sound based on the positive balance sheet snapshot, which shows that net assets of \$265,478 as of June 30<sup>th</sup>. She then provided members with information about funding sources – both

discretionary and non-discretionary -- such as the governor's grant, other grants, event revenues, membership dues, and other sources.

Members discussed the budget for Executive Committee and committee work. A comment was made that it would be beneficial if the committee chairs could understand how their committee expenses impact the budget line item in an effort to help control expenses. Adams committed to highlighting the budget line items each quarter to empower Executive Committee members in assisting to control the budget items.

Members discussed the policy on reserves. Currently, the policy requires the Executive Director to recommend a reserve amount that equals six months of operating expenses. Adams recommended that \$650,000 for reserves would cover costs such as staff (benefits and taxes) and other operational costs (rent, leases, etc.) However, there is only \$478,000 reserves in the current proposed budget to cover the operational costs. Thus, reserves will need to be built over time to reach the \$650,000.

**MSC (Davison/Foster) to approve the 2017 - 2018 budget as presented.**

**C. Committee Appointments**

The Executive Committee discussed committee appointments. An analysis was conducted of the current pool of applications in comparison of the committee members appointed. The committee appointments are representative of the pool. However, members recognized that there is a need to improve the recruitment of diverse faculty if the ASCCC is to realize a more diverse committee representation. By consensus, members will increase activities to recruit more diverse faculty to serve.

**MSC (May/Slattery-Farrell) to approve committee appointments as presented.**

**D. Committee Priorities**

Members were provided with suggested committee priorities based on adopted resolutions, Strong Workforce Program recommendations, and ASCCC Strategic Plan goals. Adams reviewed the actions of last year's committees and made recommendations for each priority. The purpose of this activity is to provide the committees with direction on priorities as well as to report to the body in a timelier manner. Bruno requested that each committee member discuss the priorities and possible actions with their committees and report back to Bruno and Adams with recommendations on how the priorities and actions will be accomplished. In addition, members were asked to insert comments (in the plan column of the committee spreadsheets) that can be used to show the progress of the work on the resolutions on the ASCCC website.

**MSC (May/Freitas) to approve committee priorities.**

**Action:**

Committee chairs will provide Adams and Bruno with an update of the committee priorities after the first meeting of the standing committee.

## **E. Fall Plenary Planning**

The Executive Committee discussed themes and keynote speakers for Fall Plenary Session. Bruno suggested “Change” as the theme for the Fall Plenary.

**MSC (Freitas/Slattery-Farrell) to approve “Change” the theme for the Fall Plenary Session.**

## **V. DISCUSSION**

### **A. Chancellor’s Office Liaison Report**

Bruno reminded members that the newly appointed Executive Vice Chancellor (EVC) – Laura Hope – submitted a written report since she was unable to attend the meeting. In the report, EVC Hope requested feedback on the Title 5 changes on Excused Withdrawal. The language was originally drafted to address incarcerated students and their release from prison that might impact their ability to complete a course. However, concerns were raised that such a symbol would identify the student as formally incarcerated. Additionally, there are other instances where a student may need to withdraw from a class for circumstances outside of his or her control such as when transferring to a job outside of the area of the college. Members discuss how the new symbol may be implemented by colleges and the need to have appropriate documentation or evidence to prove the hardship (i.e., death in the family, transfer for job). Such a requirement may put pressure on the instructor to gather the information. Members agree that it is important to support students who are dealing with such issues so that such circumstances do not set up barriers that keep students from attaining their educational goals. Bruno will share the concerns with Executive Vice Chancellor Hope.

### **B. Board of Governors/Consultation Council**

The Consultation Council observed a presentation on hate crimes of undocumented students and how community colleges may create policies and procedures addressing this issue. It was noted in the meeting that colleges have not created policies or procedures in this area but will need to determine how to reach students and document incidents.

The chair of the CEO Board, Brian King, updated the Consultation Council on the work with ACCJC and the Chancellor’s Office Accreditation Workgroups. King indicated that the CEO workgroup is considering staying with ACCJC rather than identifying another accrediting agency to accredit California community colleges. The faculty organizations and others were concerned that the decision to stay with ACCJC would not serve the purpose of having one regional accreditor and would like to have more conversations about the decision.

The Consultation Council discussed the Board of Governor’s proposed Strategic Vision and Legislative update and a change to the name of the Board of Governors Fee Waiver to College Promise Grant.

Bruno updated members on the recent Board of Governors meeting on July 17. The Board accepted Chancellor Oakley’s Strategic Vision report which will guide the

work of the California Community College System for the next three to five years.

**C. Vision for Success**

Members were informed that the Chancellor's Office Vision for Success goals were accepted, not adopted, by the Board of Governors. The Vision for Success will be on the Board's September meeting agenda for action. The Chancellor's Office Vice Chancellors Rodriguez and Metune will hold a joint meeting to discuss with system partners the upcoming budget and legislative priorities for California community college. In the past, the budget and legislative priorities were held separately. The message from the Chancellor is that all budget and legislative priorities will be aligned with the Vision for Success guidelines and goals. Bruno asked for members to share ideas regarding what budget and legislative priorities the ASCCC might propose.

**D. Guided Pathways**

Bruno informed members that the ASCCC has entered into a partnership with Career Ladder Project and Research and Planning Group to facilitate the Guided Pathways Award Program across California community colleges. An advisory group will be formed as well as a group to develop the tools and one to develop the content. Colleges are not required to implement guided pathways; however, the Vision for Success included the expectation that all colleges will implement guidelines related to guided pathways. The ASCCC will continue to ensure that it is supporting local senates as they explore the framework and decide whether or not to implement guided pathways. An Applied Solution Kit (ASK) will be developed through IEPI. The work in this area is moving really fast. Bruno stated that this will be a standing agenda item until further notice.

**E University of California Transfer Pathway Degree Pilot**

Stankas updated members on the current status of the pilot project between C-ID and UC Transfer Pathways in chemistry and physics. C-ID and UC faculty met to discuss how to create a pathway for students that would result in a guarantee of UC admissions in the discipline. An agreement has been reached with the discipline faculty that students in chemistry or physics pathway can complete the IGETC pattern minus four classes and be awarded an associate degree. This would meet the CCC Title 5 requirements for GE pattern. Students would need to meet a certain GPA determined by UC to be guaranteed into the UC system. A Chancellor's Office template will be out by the middle of September to guide degree development at colleges. Currently, C-ID staff is working with the Chancellor's Office to complete the template. There is a MOU being worked on between our Chancellor's Office and the UC Office of the President. The final GPA numbers should be available by the end of August from the UC faculty.

**I. REPORTS** *(If time permits, additional Executive Committee announcements and reports may be provided)*

**a. Standing Committee Minutes**

- i. Part-time Committee Meetings, Adams

**b. Liaison Reports**



- i. California Community Colleges Curriculum Committee (5C), Davison
  - ii. Chancellor's Office Workgroup on Credit for Prior Learning, Davison
  - iii. CTE Data Unlocked, Stankas
  - iv. Library & Learning Resources Program Advisory Committee, Crump
  - v. OER Task Force Meetings, Dillon
  - vi. Institutional Effectiveness Partnership Initiative (IEPI): Policies, Practices, and Procedure Workgroup Meeting, May
  - vii. Chancellor's General Education Advisory Committee, May
  - viii. CIO Executive Board Meeting, Davison
- c. **Senate and Grant Reports**
- i. C-ID Advisory Committee, Adams
  - ii. Intersegmental Curriculum Group (ICW), Adams

## **II. ADJOURNMENT**

Adjourned at 5:35 p.m.

Respectfully submitted by  
Ashley Fisher, Executive Assistant  
Julie Adams, Executive Director  
Dolores Davison, Secretary