

EXECUTIVE COMMITTEE MEETING
Friday, February 2, 2018 to Saturday, February 3, 2018
The Westin South Coast Plaza, Costa Mesa, CA

I. ORDER OF BUSINESS

A. Roll Call

President Bruno called the meeting to order at 8:03 a.m. and welcomed members and guests.

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

Guests: Pam Walker, Educational Consultant; Dan Crump, Council of Chief Librarians Liaison; Alice Perez, Vice Chancellor of Academic Affairs; Adam Wetsman, FACCC Liaison; Karen Daar, CIO Liaison.

Staff: Krystinne Mica, Chief Operations Officer; Ashley Fisher, Executive Assistant.

B. Approval of the Agenda

MSC (Aschenbach/Eikey) to approve the agenda with the following revisions:

- 1. Removed items II. C. and II. D. from Consent Calendar for consideration at a future meeting.**

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.

D. Calendar

Members were updated on deadlines.

E. Action Tracking

Members reviewed the Action Tracking and updated the document as necessary.

F. Local Senate Visits

Members updated the local senate visits table.

G. Dinner Arrangements

Members discussed dinner arrangements.

H. One Minute Accomplishment

Each member shared a one-minute accomplishment.

II. CONSENT CALENDAR

- A. January 12-13, 2018 Meeting Minutes**
- B. Theme for 2019 Exemplary Award**
- C. Survey of Colleges Using Zero-Cost or Low Cost Educational Resources**
- D. Statement of Activities – Updated**
- E. Support for Students to Attend Plenary**

Item II. B. was removed for discussion, item II. C. was removed for consideration at a future Executive Committee meeting, and item II. D. was removed for consideration at the March 2-3 Executive Committee meeting.

MSC (Davison/McKay) to approve the consent calendar as amended.

B. Theme for 2019 Exemplary Award

The Executive Committee asked for clarification on the agenda item, stating that the theme for the Exemplary Award is historically discussed during a later meeting. The Educational Policies Committee Chair stated that during their recent meeting, a discussion took place regarding the award's theme and the timeline by which a theme will be selected. In addition, the Executive Committee discussed which standing committee is tasked with bringing forth the agenda item to the Board for consideration. While it was stated that the Standards and Practices (S&P) Committee is tasked with bringing forth the item, other committees can work with S&P to bring theme ideas for consideration during the June Orientation meeting. No action was taken on this item.

III. REPORTS

A. President's/Executive Director's Report

Bruno and Stankas recently met with Chancellor Eloy Oakley to discuss the Governor's proposal for fully online community college. They also discussed ASCCC's challenges with C-ID technology and Guided Pathways funding. Chancellor Oakley suggested that they speak with Van Ton-Quinlivan, Vice Chancellor for Workforce and Economic Development, regarding C-ID technology. Bruno and Stankas met with Ton-Quinlivan subsequent to their meeting with Chancellor Oakley.

Bruno stated she is discussing with system partners ASCCC Resolution 07.09 (F17) *Consultation Process and System Partners* calling for the ASCCC to work with system partners regarding a recommendation to the Board of Governors to not accept recommendations from the Chancellor's Office without genuine consultation. Bruno requested that member document instances where consultation did not occur and send them to her.

The IEPI Executive Committee and Advisory Committee recently met to discuss plans for reorganization. In particular, the IEPI Policy, Practices, and Procedure (P3) and IEPI Indicators workgroups may undergo reorganization, have the work group purpose altered, or be eliminated..

Bruno attended the recent Guided Pathways Advisory meeting. The committee membership includes a large number of Chancellor's Office staff and external partners, which minimizes the voice and input of system representatives. There are concerns that the committee may not be effective as an advisory committee without preferencing input from college practitioners. Bruno attended the Guided Pathways training on January 30.

Bruno and Rutan attended a recent CCC Chief Instructional Officers meeting. The CIOs share many the same concerns as the ASCCC, including concerns regarding the proposed fully online community college.

Bruno discussed the funding formula included in the Governor's budget. The CEOs and CBOs each convened a workgroup to investigate how the proposed funding formula could affect colleges. Both groups will communicate their findings to constituent groups and to Consultation Council.

Bruno presented at the Community College League of California Legislative and Advocacy Conference in Sacramento on the ASCCC Online Educational Resources (OER) proposal in partnership with the Community College League of California. Davison was also in attendance and presented on Civic Engagement. Bruno met with staff from Assemblymember Shirley Weber regarding the OER proposal.

An Executive Director report was not provided.

B. Foundation President's Report

Rutan reported on the ASCCC Foundation Board of Directors meeting that took place on January 25. The directors discussed the future of the Foundation in which they ultimately decided to keep the Foundation operational. The directors felt that it would be beneficial to narrow the focus of the Foundation to providing scholarships to faculty to assist in attending ASCCC programs and events.

The directors also discussed ways in which they might assist students with the cost of attending Plenary as well as assisting part-time faculty with registration costs to ASCCC events, particularly Plenary. The Board also discussed the area competition and agreed that each area would receive their own trophy and a plaque that will be placed in the ASCCC office showcasing each competition winner. The Foundation directors discussed other ideas including creating donor membership levels and having a Spring Fling dance at Spring Plenary, pending discussion with ASCCC staff.

The Foundation directors also discussed a change to the number and makeup of the Board of Directors and should this be finalized, Rutan will bring forward the Foundation Bylaws for revisions at a future Executive Committee meeting. The Executive Committee requested that Rutan include in the agenda item the role and purpose of the Foundation.

C. Liaison Oral Reports

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

Adam Wetsman, Faculty Association of California Community College (FACCC) President, provided an oral report. FACCC shares a lot of the same concerns as ASCCC such as the latest budget proposal regarding the Fully Online Community College and the funding formula. FACCC is hosting their 2018 Advocacy & Policy Conference on March 4-5 in Sacramento and would like for ASCCC Executive Committee members to attend. FACCC nominations will take place in March and elections will be in April. Wetsman noted that he would like to receive feedback from ASCCC on potential nominees.

Dan Crump, Council of Chief Librarians (CCL) Liaison, provided an oral report. At the CCL Executive Committee meeting in January, Crump was appointed as the ASCCC liaison for 2018-2019. There will be a dean and directors meeting on March 8 and 9 in Sacramento and CCL would like to invite leadership from the CCC Chancellor's Office. Bruno confirmed that she will be presenting at the meeting. CCL is starting the RFP process for electronic library services. CCL recently updated their website and listservs. CCL will be holding north and south regionals soon.

Karen Daar, California Community Colleges Chief Instructional Officers (CIO) Liaison, provided an oral report. The CIOs are busy planning their 2018 Spring Conference held on April 11-13 at the Hilton San Francisco Financial District. Their theme this year is "Keep Calm and Carry On". The CIOs also share many of the same concerns as the ASCCC, including the proposed funding formula, the implementation of AB 705, and the proposed Fully Online Community College.

IV. ACTION ITEMS

A. Update of the ASCCC Strategic Plan

The Executive Committee reviewed and discussed the goals, objectives, and strategies for the 2018-2023 ASCCC Strategic Plan. Stankas provided the group with an updated 5-year plan that was created using the Executive Committees' notes from their activity from the January meeting. The group was asked to send Stankas, via email, all suggested revisions. This item will be brought to the March meeting, with final revisions, to be considered for approval. No action was taken on this item.

B. Legislation and Government Update

The Executive Committee was updated on recent legislative activities. The Executive Committee was provided with the OER proposal that will be moving forward with Executive Committee approval. The next steps will be to work with the Community College League of California to find a sponsor for the legislation and to advocate for funding to be included in the Legislative budget.

MSC (Eikey/Parker) that the Executive Committee support the OER proposal brought forward by the OER Taskforce.

C. Apprenticeship Minimum Qualifications

The Executive Committee was provided an update on the apprenticeship minimum qualification efforts, reviewed handouts, and provided direction on next steps regarding the apprenticeship instructor minimum qualifications. Freitas and Slattery-Farrell attended the Apprenticeship Council meeting the week prior in San Pedro. Freitas and Slattery-Farrell mentioned they were pleased with the compromise they have reached with the language in working with the California Apprenticeship Council (CAC).

MSC (Rutan/Beach) to support the revised language for the apprenticeship instructor minimum qualifications.

D. Local Senate Liaison Outreach and Listserv Access

The Executive Committee discussed and provided guidance on ongoing outreach efforts of local senate liaisons as well as determining access to the designated liaison listservs. This item was created in response to a conversation from the January Executive Committee meeting. A committee member asked if anyone can sign-up to be on an ASCCC listserv. The group confirmed that ASCCC listservs are open access and anyone can sign-up to follow.

Members discussed the idea of creating a pilot to test a two-way response system via listservs. It was agreed that the CTE Leadership Committee would discuss the idea of a pilot for their listserv and report back with ideas on a two-way response system. All other listservs will remain one-way to push out information but may change in the future given the results of the pilot. The group agreed that all listservs should remain open access, as long as they are one-way information systems. No action was taken on this item.

E. Communication Plan

The Executive Committee reviewed and discussed suggested revisions to the proposed ASCCC Communication Plan called for in the ASCCC Strategic Plan. The Communication Plan was brought to the August Executive Committee meeting and concerns were raised that the document included both internal and external elements. The document presented at this meeting was for external communications only. The Communication Plan will receive further revisions and be brought back at a later date for possible action. No action taken on this item.

F. 2018 Curriculum Institute Program

The Executive Committee reviewed and provided feedback on the theme “Reimagining the Student Experience” and the breakout sessions for the draft 2018 Curriculum Institute program. Members noted that there are nine strands, four general sessions, and a pre-session built into the program. The pre-session will cost \$50 per person to ensure participation and a proper headcount.

MSC (McKay/Davison) to approve the theme of Reimagining the Student Experience for the 2018 Curriculum Institute.

MSC (Slattery-Farrell/Freitas) to approve the 2018 Curriculum Institute program as a first draft.

G. Clarifications and Revisions to Local Senate Visits Policies

The Executive Committee was updated on the short and long term plans of the Relations with Local Senates (RwLS) Committee. The committee was assigned the objective to visit all 114 California Community Colleges, per the ASCCC 2015-2018 Strategic Plan. The RwLS Committee gathered data on which colleges have and have not been visited and which colleges have requested visits. The committee brought forth a recommendation to limit visit types to the following three categories:

1. Curriculum Assistance
2. Governance Assistance/Collegiality in Action
3. Other (to include open-ended box to explain)

The Executive Committee expressed concerns about local senate visit requests because the requesters are not always clear on what they need or want with a visit by the ASCCC. The RwLS members also expressed their desire to be more involved and utilized during local senate visits. They recommended that at least one RwLS member and one Executive Committee member attend each local senate visit. Eikey will bring this item back to the RwLS Committee to further discuss ways in which the ASCCC can get more information from colleges regarding their expectations for a local senate visit. Eikey to bring this item back to the Executive Committee for further discussion and action.

MSC (Aschenbach/Davison) to approve the master document with additional minor changes to be made by Eikey.

H. California Community College Math and Quantitative Reasoning Task Force (CCC MQRTF)

The Executive Committee reviewed, requested clarifications, and provided feedback on the draft recommendations from the California Community College Math and Quantitative Reasoning Task Force (CCC MQRTF) on meeting AB 705 and Quantitative Reasoning requirements. The CCC MQRTF met on January 8 and crafted recommendations. The group will meet again on February 10 to finalize the draft. The Executive Committee requested that CCC MQRTF provide a more detailed report in March and will consider approval at that time in order to bring the recommendations to Spring Plenary. The Executive Committee requested that #10 “Create a two pathway blueprint that includes STEM and non-STEM pathways” be elevated and completed prior to the March Executive Committee meeting. May will continue to work with the Task Force to refine the recommendations. No action taken on this item.

I. Board of Governors Faculty Nomination Process

The Executive Committee reviewed and discussed proposed revisions to the Board of Governor's (BOG) faculty nomination process. The Standards and Practices Committee (S&P) was asked to review the BOG faculty nomination process policies and procedures. This stems from a phone call from the Governor's Deputy Appointment Secretary who requested that ASCCC shift their timeline to align with the BOG selection and appointment process. In addition, the S&P Committee wanted to clarify other parts of the nomination process document such as the definition of tenured faculty, incomplete applications, and rules for previous applications. The Executive Committee voiced concerns over conducting interviews in September, as this may exclude quarterly schools. There was discussion around the definition of a "tenured employee" and if retirees fall under that definition. The group broke down their discussion and actions into the following three categories:

- Timeline
- Eligibility
- Role of the Officers and Executive Committee

MSC (Aschenbach/Davison) to approve that the existing language stating that BOG faculty applications are screened by the Executive Director and Officers and then is provided to the Executive Committee for final review of selected applicants remain the same.

MSC (May/Rutan) to approve the proposed timeline for announcements, application deadline, and selection of which applicants to interview with the modification to extend timeline, as necessary, at the discretion of the President.

MSC (Roberson/Aschenbach) to approve the recommendation of the Standards and Practices Committee to define "tenured faculty" as faculty currently employed in that capacity.

MSC (Rutan/McKay) to adopt policy as revised.

J. Disciplines List Revision Process

The Executive Committee discussed and provided recommendations for targeted revisions to the disciplines list process. Members voiced concerns regarding making revisions to disciplines without the input of those specific discipline faculty members. The Executive Committee agreed to not move forward with the suggested revisions at this time and requested that Freitas provide a status update at a future meeting. No action taken on this item.

K. ASCCC Meeting Norms

The Executive Committee reviewed and discussed the revised Community Norms document. Beach brought forward this item in response to a discussion held at the September 29-30 Executive Committee meeting. The group requested revisions to the document in order to make the norms positive and organized. The group

voiced their appreciation of Beach's work on this document and were pleased with the revisions. They noted the revised document is positive and aspirational.

MSC (Freitas/Parker) to approve the ASCCC Meeting Norms as amended.

L. Vendor Notation in ASCCC Program for Institutes and Session

The Executive Committee reviewed possible solutions regarding vendor notation in the ASCCC programs for institutes and sessions.

MSC (Slattery-Farrell/May) to approve the solutions presented for vendor notation in the ASCCC programs for institutes and sessions.

M. Succession Planning

The Executive Committee reviewed and discussed revisions to the updated Executive Director job description. The group was provided a copy of the original description as well as a revised version, created by the Succession Planning Workgroup. The workgroup pulled sample descriptions from other nonprofit websites and merged them into a general and broad description. The workgroup is currently working on a list of preferred qualifications to include in the job announcement. The committee also noted that the job description is a living document and may change in the future to fit the needs of the organization as it changes.

MSC (Rutan/Eikey) to approve the Executive Director job description with suggested revisions.

N. Career and Noncredit Education Institute

The ASCCC CTE and Noncredit Committees met in January to develop a draft program for the upcoming institute on May 3-5, 2018. The Executive Committee reviewed and provided feedback on the draft program for the Career and Noncredit Education Institute. The Executive Committee supported the CTE and Noncredit committees in moving forward with revisions to the draft program.

MSC (Aschenbach/May) to approve the first draft of the program.

O. 2018 Spring Plenary Session Preliminary Program

The Executive Committee reviewed and provided feedback on the 2018 Spring Plenary preliminary program. It was agreed that the Resolution Writing discussion will be removed from Spring Plenary and added to Area Meetings taking place in March. Area Representatives were asked to notify their areas that the Resolution Writing discussion will not take place at Spring Plenary. May requested a "Resolution S.O.S." office time from 3:30pm-4:00pm on Thursday, April 12, which will then push the resolution deadline to 4:00pm.

The committee agreed that new delegates should receive the same goodie bag distributed at Fall Plenary.

The group discussed ideas for a Spring Plenary graphic that would align with the theme, “Leading through change: focused on students, driven by faculty.” Mica will submit the committee’s ideas to the ASCCC Creative Director, Rita Sabler.

During Chancellor Oakley’s Q&A, there will need to be microphones for audience members to speak. The committee reviewed and made revisions via Google doc during the meeting and was able to finalize the draft outline.

MSC (Freitas/Aschenbach) to approve the draft program as amended.

P. Proposed Event Dates for 2018-2019

The Executive Committee reviewed the proposed ASCCC event dates for 2018-2019. Fall Plenary is set and contracted for November 1-3, 2018 at the Irvine Marriott. Rutan noted that faculty would like the Curriculum Institute to come back to northern California, possibly in Santa Clara, San Jose, or Oakland. Members noted that the CIO Conference will be taking place at the same time as Fall Plenary. The committee stated that they would like to see more professional development events occur in early fall (September) in order for more faculty to attend. Members discussed the Academic Academy and requested that Roberson, May, Eikey, and Davison bring forward an agenda item to propose having the Academic Academy in late September 2018.

MSC (Aschenbach/Davison) to approve the calendar with the stipulations that staff will check November 1-3 Fall Plenary dates and see if it can be moved to the following weekend, research moving the Curriculum Institute to northern California, and research planning an Academic Academy in late September 2018 in southern California.

V. DISCUSSION

A. Chancellor’s Office Liaison Report

Alice Perez, Vice Chancellor of Academic Affairs, provided an oral report. Perez noted that she attended a meeting the day prior with UC and CSU partners at the CSU President’s office in Oakland. The segments agreed that they need better alignment and planned to schedule regular meetings (every 2 months) to help close communication gaps. At the meeting, UC mentioned they would like to plan and implement a summit on meeting students’ basic needs such as mental health, food and security, to name a few.

Perez attended the AB 705 Implementation Team meeting the week prior. Mónica Henestroza and a legislative staffer from Assemblymember Jacqui Irwin’s office were there to help clarify legislative intent. Perez noted that additional language will soon be released by Laura Hope, Executive Vice Chancellor, Educational Services and Support. The Executive Committee members expressed concern with inviting legislators to participate in Chancellor’s Office meetings since it may silence other perspectives and thereby circumvent collegial consultation with constituency groups and college practitioners.

Perez mentioned that there are several Guided Pathways workshops planned through IEPI in February and March. The Chancellor's Office has analysts, staff, and deans helping to facilitate the workshops and some will be attending to learn more about Guided Pathways.

B. Board of Governors/Consultation Council

The Executive Committee received an update on the recent Board of Governors and Consultation meetings.

The Board of Governors met on January 16 and discussed Approval of Desert Community College District's Indio Educational Center, Academic Record Symbols and Grade Point Average, and the first reading of proposed regulations amending California Code of Regulations, title 5, section 55250, Approved Plan Required, Section 55251, Requirements of the Plan, and section 55256.5, Work Experience Credit.

The Consultation Council met on January 18 and discussed the Cooperating Agencies Foster Youth Educational Support (CAFYES) program through Extended Opportunity Programs and Services (EOPS). The Board of Governors selected 10 districts in December 2015 and CAFYES programs began operating at 26 colleges within those 10 districts in January 2016. The Chancellor's Office is administering a competitive process in spring 2018 to identify up to 10 additional districts to recommend to the Board of Governors to operate CAFYES programs. The ASCCC supports students and wants to see as many served as possible.

C. CCC Guided Pathways Award Program

The Executive Committee was updated on the implementation of the CCC Guided Pathways Award Program. Faculty from some colleges have contacted the ASCCC with concerns regarding implementation of Guided Pathways at their colleges. The ASCCC Guided Pathways Task Force members have been in contact with senate presidents to support the local academic senates and faculty as they work through guided pathways issues.

D. Bachelor's Degree Pilot Program

The Executive Committee was updated on the Bachelor's Degree Pilot Program. The group reviewed and discussed the findings of the LAO analysis.

E. Revision of Paper on Faculty Hiring

Per Resolution 3.01 (S17), the Equity and Diversity Committee (EDAC) created a draft paper regarding faculty hiring. The Executive Committee reviewed and provided feedback on the revised draft of the faculty hiring paper. The group discussed the language in, "The Decision to Hire: A Review of Hiring Procedures, Including Hiring Prioritization". The following suggestions were made:

- Reorganize certain sections of the paper.
- Include a blurb that assures districts that it is acceptable to have a failed search if they don't have enough qualified applicants.

Davison will bring this item back in March, with suggested revisions, for a second

reading and possible action.

F. AB 705 Update

The Executive Committee received an update on the AB 705 implementation by the CCC Chancellor's Office. The AB 705 workgroup met on January 26 and included Mónica Henestroza and a legislative staffer from Assemblymember Jacqui Irwin's office, who were there to help clarify legislative intent. Draft language of defined terms identified in November should be finalized at the February 7 meeting. Additional discussions regarding noncredit and data will take place during the meeting on February 7th, as well. CAP and MMAP are scheduled to present at the meeting. An ESL workgroup was formed, but has not yet met. This group will discuss how to assess and place ESL students including those that don't have complete high school transcripts.

G. Ensuring Effective Online Education Programs: A Faculty Perspective

The Online Education Committee met on January 8. Per Resolution 11.01 (S16), the group created a draft paper for consideration. The Executive Committee reviewed and provided feedback on the *Ensuring Effective Online Education Programs: A Faculty Perspective* paper. The committee agreed that this paper needs to be revised and finalized by the March Executive Committee meeting, so it may be approved and brought to Spring Plenary. McKay requested help from the committee on structure and guidance. Bruno agreed to create a small workgroup to assist in the revising of the paper. The workgroup will consist of McKay, Aschenbach, Davison, Parker, and two members of the Online Education Committee (Kandace Knudson and Michael Heumann).

H. Meeting Debrief

The Executive Committee debriefed the meeting to assess what is working well and where improvements may be implemented.

- Requested that the Executive Committee promptly review and provide feedback, via email, between meetings for the next version of the Strategic Plan in order to ensure a short, constructive discussion at the March meeting.
- Break up large discussion items that will take a couple hours or more.
- Start each Executive Committee meeting with a short review of the Executive Committee Norms.

VI. REPORTS

A. Standing Committee Minutes

- i. Basic Skills Committee, Davison
- ii. Educational Policies Committee, Beach
- iii. Equity and Diversity Action Committee, Davison
- iv. Part Time Faculty Committee, Foster

v. Relations to Local Senates Committee, Eikey

B. Liaison Reports

- i. Accrediting Commission for Community and Junior Colleges, May
- ii. CCC Math and Quantitative Reasoning Task Force, May

C. Senate and Grant Reports

D. Local Senate Visits

VII. ADJOURNMENT

The Executive Committee adjourned at 3:00 p.m.

Closed Session

The Executive Committee entered closed session on Friday, February 2 at 9:30 a.m.

The Executive Committee adjourned from closed session at 11:20 a.m.

The Executive Committee went into closed session to discuss a personnel matter.

The Board took action on a personal matter.

Respectfully submitted by:

Ashley Fisher, Executive Assistant

Dolores Davison, Secretary