February 3 - 4, 2017

I. ORDER OF BUSINESS

A. Roll Call

President Bruno called the meeting to order at 12:00 p.m. and welcomed members and guests.

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

Liaisons present: Lynn Shaw, Chancellor's Office; LeBaron Woodyard, Chancellor's Office; and Jean Shankweiler, CCCCIO Liaison.

Guests: Laura Alarcon, Chabot College, ASCCC Periodic Review Committee chair; T.L. Brinks, Crafton Hills College; Christine Gold, El Camino; Caron Lieber, San Diego Continuing Education; David Morse (Executive Committee past president), Long Beach City College; and Wheeler North (past Executive Committee member), San Diego Miramar College; and Jim Woolum, Citrus College, (ASCCC Periodic Review Committee member).

B. Approval of the Agenda

MSC (Goold/Slattery-Farrell) to approve the agenda as presented.

C. Public Comment

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

T.L. Brinks, Crafton Hills College, provided public comment about the importance of distance education and challenges with offering distance education courses including allowing high school students in online courses, others in honor classes, and the availability of bachelor online degrees in California.

D. Calendar

The Executive Committee was informed about the calendar deadlines.

E. Action Tracking

The Executive Committee members were updated on the information noted on the Action Tracking sheet and reminded members to continue to review and update as necessary.

F. Local Senate Visits
Members updated the Local Senate Visits spreadsheet.

G. One-minute Accomplishment
The Executive Committee members and other participants shared a one-minute accomplishment from the past month.

H. Dinner Arrangements
Members discussed dinner arrangements.

II.   **CONSENT CALENDAR**
    A. January 6-7, 2017, Meeting Minutes
    B. FAQ for the IEPI Process
    C. Disciplines List Revision Proposals
    D. Accounting Procedures
    E. Three-dates Executive Committee Orientation
    F. ASCCC Election Withdrawal Procedures
    G. Hayward Award Process Change

    MSC (Goold/McKay) to approve the consent agenda as presented.

    <u>Action</u>
    A. Staff to post January minutes to the website.
    B. Beach to send final FAQs for the IEPI Process to IEPI Executive Committee.
    C. Staff will post the summary report to the website. Freitas will work with the Resolutions Committee chair to develop a resolution approving the one discipline proposal going forward to the body for consideration for adoption.
    D. Staff will post the final Accounting Procedures to the ASCCC webA. site.
    E. Staff will work with the hotel in securing additional day for orientation.
    F. Staff will ensure that the ASCCC Election Withdrawal Procedures are provided to the delegates.
    G. Staff will update the Awards Handbook and ensure that the Call for Proposals for the Hayward Awards is updated as approved.

III.   **REPORTS**
    A. President's/Executive Director's Report
Bruno informed members about the guided pathways language in the budget trailer bill. Bruno covered the provisions of the bill and noted that the language is more flexible than other funding the California Community Colleges Chancellor's Office has received in the past. There also seems to be some confusion in the field about the language and whether or not colleges can use the funds for local guided pathways work currently underway on their campuses. Three different types guided pathways efforts are underway ̶ American Association of Community Colleges (AACC) Pathways Project, California Guided Pathways, and locally developed guided pathways. Clarification will be forthcoming once the budget is determined and the trailer bill language finalized.

Bruno highlighted other activities such as participating in a panel at the FACCC Policy Forum, attending the CSU Meta Majors Conference, the IEPI Executive Committee meeting, and the CAI executive meeting as well meeting with the LAO. She also presented on Participatory Governance at the Effective Trustees Workshop as well as attended the CCLC Legislative Conference with other Executive Committee members, presented in a couple of breakouts, and made a number of connections with legislators and staff including Assemblymember Medina and his staff.

Adams reminded members that the ASCCC agreed to partner with the A^2MEND organization in developing a faculty strand at their March conference. Adams, Beach, A. Foster, and Smith reviewed submitted proposals and identified 17 proposals in three strands: instructional, student support, and student. The ASCCC will facilitate the faculty strand.

Adams participated on a conference hosted by the Chancellorøs Office Economic Development Division to discuss õBuilt to Industry Standardsö. During the conversation, a comment was made that that the Chancellorøs Office should consider eliminating local certificates because these certificates require students to take a majority of their courses at the local campus ó with little exception. Students might benefit from taking courses at another college or via online to complete their certificates quicker. The Curriculum Committee and 5C will discuss this issues to see if itøs common practice.

Adams attended IEPI Advisory meetings and shared with the groups concerns raised by the Executive Committee regarding the ASKs and vetting process in particularly. She noted that she has asked each Executive Committee member serving on the advisory groups to submit formal minutes to the agenda. Members should review the minutes and if there are any questions or concerns, ask that they be pulled off the agenda.

Adams informed members that a few years ago the Executive Committee agreed to begin a History of the Senate project. Over the years, some work has been done. David Morse has been asked to lead the project this year. A small group has been formed and is comprised of past Executive Committee members, presidents, senior faculty working in the field, new faculty, and Adams. The group met this month and set out an outline for the work. The plan is to report to the body next year about the process and the to complete the project by 2019, which is the 50th anniversary of the first plenary session.

Adams reported on operational issues.

B. Foundation President's Report
Foundation President May provided information about the upcoming Spring Fling at the 2017 Spring Plenary Session. She noted that other Foundation items will be discussed later on the Executive Committee agenda.

C. **Chief Instructional Officer Liaison Report**
CCCCIO liaison shared with members conversations at their recent meeting. The CIOs are discussing strategies for revising local curriculum process to coincide with the Chancellorøs Office new curriculum approval process. This new process will require a Title 5 regulation change to allow colleges to approve their own credit courses. A recent memorandum directed CIOs to verifying that their college supports the process to approve credit courses automatically and that they have completed all the requirements of the Chancellorøs Office in support of the new process. In support of this change, the ASCCC and CIOs recommend that a training on the new process be part of the 2017 Curriculum Institute program. It was noted that approval of ADTs would still need to be approved by the Chancellorøs Office.

The CIOs briefly discussed accreditation and received a report from ACCJC. They were informed by an ACCJC representative that the required mid-year report would be streamlined and the substantive change submissions clarified. The CIOs were also informed of the composition of the hiring committee for the new ACCJC president. Currently, the hiring committee is comprised only of CEOs, which concerns the CIOs because no ALOs are involved in the process.

CIOs were updated on several other issues such as the process for reporting SSSP and Equity funds, CAI implementation, and development of ASKs, particularly the one on strategic enrollment management.

D. **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.

Adam Wetsman updated members on FACCC legislative activities.

IV. **ACTION ITEMS**
A. **Legislative Update**
Members discussed a number of legislative activities including the legislative event prior to the June Leadership Institute in Sacramento and the agenda for the day.

MSC (Goold/Davison) to approve the agenda for a legislative day prior to Faculty Leadership Institute.

Action
Staff will update the website and include details about the event in the advertisement.

Stanskas informed members that the ASCCC has been approached by FACCC to support AB 204 (Medina, January 23, 2017) *Community colleges: waiver of*

enrollment fees.

The bill would require the Board of Governors, at least every three years, to review and approve the due process standards adopted to appeal the loss of a fee waiver, to examine the disproportionate impact on specific class of students, and to provide for a hardship based on geographical distance from an adjacent community college.

MSC (Smith/S. Foster) to approve supporting AB 204 (Medina, January 23, 2017).

Stanskas presented draft language for a proposed Assembly Concurrent Resolution (ACR) developed by FACCC. An ACR provides the intent of the legislature, however, does not have the force of the law but can sometimes lead to legislation. The ASCCC has positions that would already support most of the language in the draft language. The Executive Committee raised several concerns regarding the current language. By consensus, the ASCCC will not officially support the ACR.

The Executive Committee briefly discussed possible other legislation on multiple measures, CCC offering teacher credentials, as well as the governor's budget.

B. Periodic Review Report and Process Evaluation
The chair of the ASCCC Periodic Review Committee (PRC) presented the findings of the first ASCCC Periodic Review. Executive Committee members acknowledged the short timeline for the work of the committee and expressed appreciation to the members of the PRC for their dedication to their charge and for their thorough report. Members discussed the report findings and inquired about some of the recommendations.

Members discussed the reporting process to the body. The report will go to the Spring Plenary Session to be presented to the delegate in a breakout and made available to all the delegates via the website. A survey will be developed to gather feedback from those who are not present at the plenary session. It was suggested that the Executive Committee refine its current process to address how to report out to the body and how to address the recommendations.

MSC (Freitas/Davison) to accept the Periodic Review Report with an opportunity to clarify facts if necessary and submit to the PRC for consideration.

<u>Action</u>
Members will review the Periodic Review report and send to Adams any clarifications. Adams will compile the needed clarifications and send to the chair of the Periodic Review Committee for consideration of the clarifications.

C. Rostrum Compilation Publication
In 2015 - 16, the Executive Committee approved creating a õBest of the *Rostrum"* publication similar to the Association of American University Professors õRed Bookö. This item proposes to re-publish a compilation of articles that have lasting value beyond the immediate moment of their publication. A list of 100 possible articles on a variety of topics from 1997 to present were included on the list. Members discussed the proposed categories, articles, and title of the publication and determined that the title of the publications should be õLeadership, Empowerment, and Voice: The Best of the ASCCC *Rostrum*ö.

By consensus, the office will research if there are copies of *Rostrum*øs prior to 1997. If so, these *Rostrum*øs will be reviewed for possible inclusion in this compilation.

MSC (Goold/Smith) to adopt the list as presented with the flexibility to add more articles if necessary.

<u>Action</u>
- Staff will search for copies of the *Rostrum* prior to the 1997 date for inclusion into the õBest of the *Rostrum";*
- Staff will move forward on publishing the õLeadership, Empowerment, and Voice: The Best of the ASCCC *Rostrum"*.

D. Proposed Changes to the Resolutions Process
The Executive Committee discussed the following proposed changes to the resolution process as recommended by the Resolutions Committee including
  1. a clarification when resolutions and amendments may be submitted and in what format (e.g., electronic only);
  2. the names of the delegates who second or endorse new resolutions and amendments in the resolution packet;
  3. the requirement for resolutions submitted on;
  4. the determination of who can submit resolutions.

MSC (Rutan/May) to continue our current resolution process and approve the following enhancements based on recommendations from the Resolutions Committee.

<u>Action</u>
- Revise the Resolution Handbook to add clarifying language that resolutions will be accepted prior to area meetings or onsite Thursday at the plenary session;
- Add a field to the Resolution Form asking for organizational affliations;
- Enforce the requirement that authors of new resolutions attend mandatory sessions on Thursday and Friday or the resolution will not be included in the packet.

- Clarify that the ASCCC president has the final decision about all information in the packet.

E. ASCCC Foundation Research Project on Disaggregating Student Learning Outcomes

Beach explained that Resolution SP15 2.01 called for the ASCCC to facilitate a conversation regarding the disaggregation of learning outcomes data, the extent to which such disaggregation is feasible to yield meaningful data and the means by which colleges can meet or exceed the requirements of accreditation Standard I.B.6 adopted by the Accrediting Commission for Community and Junior Colleges. In Spring 2015, the Accreditation and Assessment Committee agreed to partner with the Research and Planning Group for California Community Colleges on a research proposal to the ASCCC Foundation. This proposal was approved by the Foundation and the Executive Committee and the work group began working on the project in Spring 2016. The workgroup determined three deliverables:

- An annotated bibliography of literature on the subject of SLO data disaggregation
- A presentation on major findings at the RP Group's 2016 Strengthening Student Success Conference
- A presentation at the ASCCC Fall 2016 plenary session

The work group has met one of its deliverables, the Strengthening Student Success conference presentation, by the timeline and hopes to finish the other two in the Spring 2017 semester. The Executive Committee reviewed the draft presentation for the plenary and discussed whether or not to endorse the findings of the workgroup. Members raised concerns with several of the findings.

MSC (Stanskas/Davison) to acknowledge the work of the work group and to direct the Accreditation Committee to use the findings to further research in this area.

F. IDI Institute Program

The Executive Committee discussed the IDI Institute.

MSC (S. Foster/Goold) to approve the IDI Institute Program.

Action

The preliminary program will be posted to the website and circulated to listservs.

G. Minimum Qualifications and Equivalency Through IEPI Spring 2017 Agenda

The Executive Committee discussed the agenda for the Spring 2017 Minimum Qualifications and Equivalency regional meetings. Freitas noted that at the last meeting IEPI was going to support the regional meetings; however, since the last

meeting it was determined that partnering with the Chancellor's Office Academic Affairs Division, Human Resources Organization, and the CIOs would be sufficient to host the regional meetings.

MSC (Goold/McKay) to approve the agenda for the Minimum Qualification Regional Meetings.

<u>**Action**</u>
The regional meeting information will be updated on the website.

H. **ASCCC Event Dates for 2017 – 2018**
The Executive Committee discussed the proposed ASCCC event dates for 2017 ó 2018. By consensus, the Academic Academy will be held online in fall. Standing Committee chairs were asked to discuss with their committees this spring whether or not the Academic Academy in fall could be used to accomplish the goals of their committees next year.

MSC (Beach/McKay) to direct the standing committee chairs to consider with the committee members whether or not the Academic Academy could be used in fall to accomplish the assigned goals of the committee.

MSC (Rutan/Davison) to approve the meeting dates with changes to the Accreditation Committee.

I. **Academic Senate Foundation**
May presented the ASCCC Foundation report and recent Foundation minutes.

MSC (Freitas/S. Foster) to accept the minutes with the ongoing understanding that in the future the minues will be put on the consent calendar.

During a Foundation orientation presentation on duty of care, loyality, and obedience of nonprofit boards, directors discussed who was responsible for the Foundation (i.e., ASCCC board or the Foundation directors). The directors requested that Adams check with the ASCCC attorney to ensure who was responsible. The ASCCC attorney provided that the Foundation Directors were responsible for the Foundation and not the Executive Committee.

May informed members that the ASCCC president requested that the Foundation president work with the Standards and Practices Committee to develop a policy for how research is approved by the Foundation including how research results would be received and/or endorsed. The following draft policy has been approved by the Foundation Board of Directors and is presented for consideration by the Executive Committee.

The ASFCCC entertains and recommends to the ASCCC Executive

Committee proposals for research on issues related to academic and professional matters. The Executive Committee will review and consider for approval all Foundation research proposal recommendations. Time permitting, all research outcomes (papers--both draft and final, presentation materials, messaging, etc.) will be reviewed by the Foundation and the Executive Committee for appropriateness prior to public release. If time does not permit, then the presidents of the ASFCCC, ASCCC, and the Executive Director will review the material for appropriateness.

A questions was raised about what would happen if the directors endorsed research that the ASCCC had positions against. While many felt that this would not happen, Adams was requested to speak with the attorney about how to protect the positions of the ASCCC. Approval of the policy will return to the next meeting with opinion of the attorney.

Adams presented the Foundation budget and noted that since the Foundation has a half-time staff members, there is a need to increase fundraising to cover its current expenditures. The Executive Committee was also asked to continue to absorb the Foundation costs until more stable funding can be found. Members discussed a process to determine the amount of funding that the ASCCC would commit to fund the Foundation and recommended that beginning in July, the Foundation bring forward a request for funds to the ASCCC during their budget conversations. This will enable the ASCCC to have a clear understanding of the impact of the Foundation funding requests on the ASCCC budget. The Executive Committee was also asked to personal contribute to the Foundation to demonstrate their support of the nonprofit organization. At this time, very few members are on the Foundation website as supporting the Foundation.

MSC (Goold/Slattery-Farrell) to absorb the costs in supporting the Foundation with the understanding that beginning next fiscal year, the Foundation will make a formal request of the ASCCC during its budget development in May.

The Executive Committee also discussed expanding its vendor presentation to allow vendors more access to their events including making a presentation during the general session. This could potentially provide a greater source of funds. For example, during the spring event last year, the CCC Foundation provided $10,000 to make a presentation before the general session.

MSC (McKay/Smith) to approve the expansion of the vendor presentations based on the ASCCC vendor policy.

J. Part-Time Faculty Committee Charge
The Executive Committee discussed the proposed Part-Time Faculty Committee charge. The charge was revised as follows:

> The Part-time Faculty Committee provides recommendations to the Executive Committee on academic and professional matters impacting part-time faculty members. The committee advocates for part-time faculty access to professional and leadership development offerings and shared governance opportunities at the local and statewide level. The Part-time Faculty Committee works collectively with the Executive Committee to develop and provide forums where part-time faculty gain additional insight on issues germane to academic and professional needs of the part-time faculty.

MSC (Smith/Rutan) to approve the charge.

K. 2017 Spring Session Plenary Planning
The Executive Committee discussed the 2017 Spring Session preliminary program.

MSC (Aschenbach/Freitas) to approve the program.

L. Career Technical Education (CTE) Program
The chair of the CTE Leadership Committee presented proposed topics for the May 2017 CTE Leadership Institute and members provided feedback. This item will return to the next meeting for consideration for approval.

M. Course Outline of Record Paper
The Executive Committee discussed the revised Course Outline of Record paper and provided feedback.

MSC (Rutan/McKay) to approve the paper to go forward to the Area meeting for discussion.

N. Local Senate Survey
The Executive Committee discussed the local senate survey. Members were requested to send Adams any suggestions by February 15, 2017.

O. MSC (May/Davison) to approve the draft local senate survey.

P. CSU Quantitative Reasoning Task Force Report Survey
May reminded members that the body passed Resolution 15.01 F16 asking the ASCCC to õconsult with local senates, discipline faculty, and other appropriate constituencies to determine an appropriate response to the *Academic Senate of California State University Quantitative Reasoning Task Force Report* and bring that response back to the Spring 2017 Plenary Session.ö The survey is intended to

gather information to inform a response.

MSC (Smith/Freitas) to approve the survey.

V.   **DISCUSSION**
   A. **Chancellor's Office Liaison Report**
   Dean Woodyard updated members on a number of Chancellor's Office activities.
   - In January, 30 new ADT proposals were approved and 47 nonsubstantial change proposals for a total of 2,135 approved ADTs.
   - A listserv has been created to help promote collaboration, teamwork, and engagement for participating in colleges in Baccalaureate Degree Program (BDP). This listserv will be moderated, only open to pilot colleges initially, and provide a communication venue to discuss issues related to the implementation and deliver of the program for all campus stakeholders such as Admissions and Records, Financial Aid, etc.
   - Guidelines were recently sent to the field providing information about current work on CTE minimum qualifications equivalency and the work of the CTE Minimum Qualifications Advisory Work Group. The guidelines document is to assist academic senates, discipline faculty, and colleges in screening for minimum qualifications and in the use of equivalency to determine suitability for employment at our community colleges. The intent of this guidance document is to maximize the flexibility currently acceptable in the use of equivalency and thus, create a deep, diverse, qualified pool of candidates.

   Dean Woodyard provided updates on other Chancellor's Office activities including reports and staff changes.

   Chancellor's Office representative Shaw updated members on the reports received from colleges for the Strong Workforce Program allocation, which will be posted on the Chancellor's Office website in the next few months. Concerns was raised that the faculty were not consulted during the process for determining how the funds would be allocated. Shaw noted that there is still time for faculty to provide input and that the colleges have three years to spend the funds. The Executive Committee requested that Shaw work with the Vice Chancellor to have a local senate president sign off on the reports similar to other initiatives. This would assist with ensuring that local senates are involved in the planning of their programs.

   B. **Board of Governors/Consultation Council Update**
   The Executive Committee were updated on the actions of the Board of Governors (BoG) and Consultation Meetings. The BoG passed a resolution supporting the DACA students and streamlining the curriculum process. A report was made by the Vice Chancellor of Finance on the governor's budget. 5C representatives made a presentation on the streamlining the curriculum approval process, which was well received by the BoG. The ASCCC Exemplary Programs were

recognized and allowed to make a brief presentation about their programs. The BoG also received an update on the Umoja program.

Bruno reported on the Consultation Council meeting and shared topics covered. She noted that she was surprised during a presentation on the Strong Workforce Program, particularly related to research and technical assistance. In a document provided to the Council, the ASCCC was listed as providing joint level 1 Technical Assistance (TA) under õMore and Better CTEö, specifically õColleges can invite a site visit by a team of practitioners who can overview the 25 Strong Workforce recommendations and strategies for implementation. Level 1 Technical Assistance deployed to a college or district.ö Level 2 TA õColleges flagged for risk factors can invite an Institutional Effectiveness Partnershipö. The ASCCC has not been approached to provide technical assistance. Members discussed the language õflagged for risk factorsö and who would determine the risk factors. Bruno will work with the Chancellorøs Office to seek clarification.

C. Executive Committee Discussion
No discussion.

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

A. Standing Committee Minutes
* Accreditation and Assessment Committee, Rutan
* Curriculum Committee Minutes 12.06.16 & 1.17.17, Davison
* Educational Policies Committee Minutes, May
* Equity and Diversity Action Committee Minutes, Beach
* Resolutions Committee Minutes, Beach
* Legislative and Advocacy Minutes, Stanskas

B. Liaison Reports
* IEPI P1 Report, Stanskas
* IEPI P3 Report, May
* Integrated Planning ASK, North

C. Local Senate Visit Report
* West Valley College Visit Report, Davison

VII. ADJOURNMENT
Meeting was adjourned at 1:30 p.m. on Saturday.

Respectfully submitted,

Julie Adams, Executive Director
Dolores Davison, Secretary