**EXECUTIVE COMMITTEE MEETING**

**FINAL MINUTES**

*Long Beach City College*

**Friday, August 22, 2014 - Saturday, August 23, 2014**

**I. ORDER OF BUSINESS**

1. **Roll Call**President Morse called the meeting to order at 12:40 p.m. and welcomed members and guests.   
     
   Members present: J. Adams, K. Braden, J. Bruno, P. Crawford, D. Crump, D. Davison, J. Freitas, D. Klein, M. Grimes-Hillman, W. North, C. Rico, C. Rutan, J. Stanskas, and J. Todd.

Liaisons: John Frazier (SSCCC; Charlie Millar (Saturday only), SSCCC; and Cris McCullough (Friday only), CCCCO; Rich Hansen, CCCI (Friday only).

Guests: Pat James, OEI Executive Director; Eloy Oakley, Long Beach City College president; Kathy Oborn, LA Pierce College; Richard Mahon, Riverside CC; Lesley Kawaguchi, Santa Monica College; John Downey, Long Beach City College; Terri Long Beach City College Vice-President of Academic Affairs; Christiane Woerner, Long Beach City College; Lynn Shaw, Long Beach City College.  
  
Staff: Kris Costa, SCP Articulation Liaison, and Felipe Grimaldo, Executive Assistant.

1. **Approval of Agenda**

**MSC (North, Davison) to approve the agenda as presented.**

1. **Public Comment**

A member of the public, R. Mahon, updated members about the unofficial Google Listserv including its history and current usage.

Long Beach City College President Oakley welcomed the Executive Committee to Long Beach City College and thanked them for their service to California community colleges and our students.

1. **Calendar**

Adams briefly updated members on the status of Executive Committee meeting and event locations. She asked for feedback on the new format of the agenda calendar and alerted members of the next *Rostrum* deadline date of October 6, 2014. She also informed members that committee activities may also be calendared, if desired.

1. **Dinner Arrangements**

Members were provided with the location for dinner.

1. **CONSENT CALENDAR**

All consent calendars items were pulled from the consent calendar.

**A. Committee Membership**

Members discussed possible changes to the membership of ASCCC committees.

**MSC (Freitas/Stanskas) to approve the Committee membership as modified.**

Action:

Staff will post the revised committee membership to ASCCC website.

**B. Executive Committee Minutes**

Members discussed the May 30, 2014, meeting minutes. A request was made to modify the Executive Committee minutes to include information about the Sunday Orientation.   
  
**MSC (North/Davison) to approve the May 31 – June 2, 2014, meeting minutes as amended.**

Action:

Adams will modify the minutes as noted and post the ASCCC website.

**C. ASCCC Policy Review and Approval**

Members discussed proposed ASCCC policies related to honoring faculty, posting on the ASCCC listservs, and allowing vendors at Senate events.

**MSC (North/Braden) to approve the policy honoring faculty as amended.**

**MSC (North/Braden) to approve the listserv policy.**

**MSC (North/Freitas) to approve the vendor policy as amended.**

Action

* Staff to add the approved listserv policy to the revised Area Representative Handbook.
* Staff will update the website and other resource documents with the revised policies.

1. **REPORTS** 
   1. **President’s Report**Morse began his report by thanking the officers and members for their work during the summer. It was been an extremely busy summer with the initiatives and other activities around the state, so he very much appreciated having access to the Executive Committee during this time.   
        
      Morse shared that Randy Lawson, a long-time friend of faculty and co-chair of SACC, passed away suddenly. An article memorializing Randy authored by all six past Senate SACC co-chairs will be published in the next *Rostrum*. Morse also commented that several Executive Committee members have discussed doing something else to recognize Randy for his contributions to faculty and students.

Morse informed members that the C-ID leadership (Adams, Bruno, Pilati) and he have had conversations with the Chancellor’s Office about the future of C-ID. Effective immediately, the C-ID technology will be moved to Butte CCD. This move is necessary given that many of the initiatives will use C-ID data as a foundation for their work. Future conversations are planned to discuss other aspects of C-ID operations, which will be brought to the Executive Committee for consideration.

Morse concluded his report with an update on the Human Resources firm report about the dispute between two Executive Committee members. He explained that the Executive Committee asked for a Human Resources firm to review the matter and provide a report. In discussions with the individuals involved and advice from the attorney, he and Bruno recommend that the issue has been resolved. By consensus, members felt that the matter was resolved.

* 1. **Executive Director’s Report**

Adams began her report by congratulating Stanskas and his team for a job well done on the Curriculum Institute that was held on July 10th -12th. During the event everyone praised the Senate for a great program and wonderful venue. The Chancellor’s Office staff were excited to participate in the breakouts and even continued their excitement when returning to the office the next week.

Adams noted that most of the summer has been consumed with recruiting faculty to serve on the three initiatives and their workgroups. The process included contacting individuals to see if they were interested, contacting the senate presidents to see if they would support the appointment, and then alerting the coordinating body about the appointments. During this process, it became apparent that some of the colleges did not appoint faculty or that that faculty appointed were not approved by the local senate or senate president. There are currently about 100 faculty members serving on these groups.   
  
Adams highlighted other activities since the June meeting:

* Attended a number of Chancellor’s Office meetings with the president and vice-president, as well as visit with vice -chancellors in an effort to make connections and hear about upcoming projects.
* Worked with the officers to develop the three proposals for discussion later on the agenda.
* Attended the American Society of Association Executives conference with Tonya Davis. A report of the conference will be on the next agenda.
* Worked with staff to create appointment letters and emails to college presidents, senate presidents, and appointees, which will go out soon next week. Committee chairs will be copied on the emails to the appointees.
* Preparing for the audit, which will take place the second week in September. The Tax Office will provide support during the audit.
* Working with staff on moving the Senate Office to One Capitol Mall. The physical move will take place on October 17th.
* Hired new staff member. Linda Schlager-Butler will be the Senior Administrative Assistant. In addition, Krystinne Mica will return as the C-ID Program Specialist.

Adams concluded her report by reminding members that she is a resource for them. She requested that share with her the meeting dates of their committee meetings as she would like to attend if possible. The purpose for her attending the meetings is to provide information or answer questions as necessary.

* 1. **Foundation President’s Report**

Bruno provided members with a brief report about activities of the Foundation during the summer. She noted that the Foundation had a number of fund raising activities at the Curriculum Institute. The Foundation Board will meet in September with a financial report provided at the October Executive Committee meeting.

* 1. **Legislative Activities**

Bruno provided members with an update on legislative activities. Members expressed concern that, despite ASCCC opposition, the passage of SB850 (Bachelor’s Degrees) will require ASCCC involvement.

* 1. **Chancellor’s Office Liaison Report**Dean McCullough began her report by thanking Morse for honoring the passing of Randy Lawson—he will be missed by the Chancellor’s Office as well. She then provided the following Chancellor’s Office updates:
* Two new senior staff members will be joining the Chancellor’s Office. Theresa Tena (formerly with the Community College League) has been appointed Vice Chancellor for Institutional Effectiveness and will oversee the new Technical Assistance Unit. Dr. Paul Steenhausen (formerly with the Legislative Analyst Office) has been appointed as the Executive Director of the new Student Success Center, which is operated by the Foundation for California Community Colleges through a two-year $500,000 grant from the Kresge Foundation.
* A leadership group consisting of nine representatives from the ASCCC, CIOs, and the Chancellor’s Office will meet to discuss the rewrite of PCAH.
* Colleges are close to reaching the 100% goal in developing Associate Degrees for Transfer (ADTs). For the most part, colleges report in at 85% However, there are about ten colleges under the 50% standings.
* Curriculum inventory was down for the month of August.
* Work experience regulations (cooperative and general work experience) will be presented to the Board of Governors. It appears that these regulations have a consensus across the state.
* CIP/TOP Code crosswalks are needed for instructional programs
* Guidelines for 440 degrees (areas of emphasis) are needed
* Plans will need to be generated for CDCP noncredit funding change, especially in light of AB86 requirements.
  1. **Liaison Oral Report**

Hansen provided members with an update on CCCI sponsored legislation and their event, which will be held in Manhattan Beach October 23 – 25.

Hansen also provided the FACCC report including an update on AB 675, AB2295, and ACR95.

Frazier updated member about Student Senate activities:

* Their council elected their leadership and made appointments to the committees at its July meeting.
* The Student Senate would like to attend the Academic Senate’s Fall Plenary Session; however, they recently discovered that their General Assembly will be held on the same weekend. They are still hoping to get a few representatives to attend the Plenary Session.
* Two goals this year are to implement their adopted resolutions and get more students involved in the student senate.
* The Student Senate is working to implement policy to ensure that tenured faculty are student advisors. A few years ago, the Consultation Council developed a recommendation that supported this work.
* They are working on a policy change to define the time students have to wait for faculty to start a lecture before the class is cancelled.
* The Student Senate is creating a three-year plan to professionalize the Student Senate organization and hiring a full time staff member.

1. **OLD BUSINESS** 
   1. **Budget Committee Recommendations**

Executive Committee members were provided with an overview of the Senate’s finances ending June 30, 2014, including a review of the statement of financial activities and financial position. For the benefit of the newly elected members, the executive director explained that she develops the initial budget for discussion by the Officers. This time, however, the officers started the process by considering the potential priorities for this upcoming year based on prior conversations with the Executive Committee, as well as activities occurring on the statewide level. The budget presented reflect the following priorities (not in any particular order):

* Maintain a reasonable reserve
* Invest in professional development and the Professional Development College
* Increase regional meetings
* Increase outreach and communication through Relations with Local Senates Committee
* Begin work on AB86
* Review CB21 rubrics, develop C-ID Descriptors for ESL, English, and math, and form a task force to guide the work in this area.
* Increase funds for the CTE Leadership work
* Build external relations
* Fund strategic planning process
* Provide professional development funds to increase staff retention and morale

Members discussed the priorities and the budget in detail.

**MSC (Rico/Braden) to approve the budget with a $50,000 increase for the CTE Curriculum Academy.**

The budget will dip into the Senate’s reserve by $255,735 with a reserve of approximately $300,000 to cover approximately six-month operating expenses. The net assets on hand at year end are approximately $600,000.

Members discussed modifications to the Accounting Policies. The changes reflect the move of our accounting to the Tax Office, as well as clean up language reflecting the Executive Committee past decisions. For the benefit of the newly elected members, how expenditures are authorized was presented. The officers develop a budget for consideration by the Executive Committee. Once the budget is approved by the Executive Committee and committee assignments are made, the executive director approves the expenditures based on approved budget line items. The president approves any activities which are not specifically assigned to members but are budgeted. Members questioned what would happen if the executive director was unavailable to authorize expenditures. It was clarified that any signer on the banking account could authorize expenditures but normally the authorization would default the president.

**MSC (Davison/Klein) to approve the accounting policies as amended to include who would authorize expenditures if the Executive Director is unavailable.**

Action:

Adams will update the accounting policies including a statement about who would authorize expenditures if the Executive Director is unavailable.

* 1. **Officers’ Report**

The executive director’s contract calls for an evaluation based on goals that are established through consultation with the president. The officers met in July and identified the following six goals for evaluating the executive director:

* + - * Begin CEO succession planning;
      * Facilitate strategic planning process and implement the plan;
      * Provide opportunities for professional develop of office staff;
      * Identify methods to encourage retention of office staff;
      * Work with Standards and Practices in facilitating the annual evaluation of the Senate; and
      * Help to strengthen relationships with other constituents and system partners.

Members discussed the executive director evaluation and suggested that the process for evaluating the executive director be revised. The current process provides that the president is the only person responsible for evaluating the executive director. The officers discussed forming a group to conduct the initial review. A member commented that there should also be a process to redress complaints.

**MSC (Rutan/Grimes-Hillman) to approve the six goals and the development of a process for the evaluation of the Executive Director.**

The purpose, structure, and schedule of the Officers Committee meetings was described. There has been a question raised about the Officers Committee meetings and their purpose. In the past, the Budget and Finance Committee met to prepare for the budget and the audit. However, at times there is a need for the officers to come together to discuss the agenda, issues, or just to provide a sounding board for the president. Members discussed whether or not the practice of the officers holding regular meetings should be codified in an Executive Committee policy. By consensus, the officers will develop an internal written policy for consideration by the Executive Committee.

Action:

Officers will draft an internal document describing the purpose of the Officers meetings.

* 1. **Regional and Town Hall Meetings**

Members discussed the need for regional and town hall meetings for 2014 – 15. Topics included were as follows:

* Equity Plans and Student Success Plans
* Curriculum
* Distance Education
* AB86 Noncredit

The chairs of the Curriculum Committee and the Equity and Diversity Action Committee proposed the following dates:

Curriculum Institute– October 17 – 18, 2014

Student Equity and Success – September 26 – 27, 2014

**MSC (Rico/North) to approve the list of topics for regional meeting or town hall discussions as well as the dates for regional meetings proposed by EDAC and Curriculum.**

Action:

Committee chairs will submit an agenda to the next meeting for approval.

* 1. **Academic Academy Theme** Members were reminded about the conversation during the May Executive Committee about the theme for the Academic Academy. At that time, the Executive Committee directed the officers to bring back a recommendation to the August meeting. Given the Student Success Task Force recommendations and the work at the state-level, the officers propose that the theme be focused on student success and equity and access. The Equity and Diversity Action Committee and Transfer and Articulation Committee will work together to plan the event.

**MSC (Braden/Davison) to approve the theme of the Academic Academy focused on the student success, equity and access.**

* 1. **Exemplary Award Theme**The Executive Committee discussed possible themes for the 2014 – 15 Exemplary Award. Two ideas were suggested: 1) general education innovation; 2) intervention strategies for students at risk.

Action:

The Standards and Practices Committee will discuss the possible themes noted during this meeting and bring back specific language to the September Executive Committee meeting for consideration.

* 1. **Fall Plenary Session Theme**Members discussed the 2014 Fall Plenary Session theme, potential keynote speakers, and breakout ideas. Members briefly discussed timelines.

**MSC (Rico/Braden) to approve the theme “Calling all Voices”**

* 1. **ADT Draft Paper**Members discussed approval a draft paper on the Associate Degree for Transfer.

**MSC (North/Braden) to approve outline for ADT Paper.**

Action:

Bruno will send the draft paper out to the Executive Committee for an initial review on Monday, August 25, 2014, and bring the draft paper to the September Executive Committee meeting for a first reading.

* 1. **Assessment Forms for Professional Development College**Members provided suggestions for improvement of the assessment forms Professional Development College. There will be a separate self-evaluation at the end of the program to assess the PDC participants and aid with implementation of any changes. The forms will be given to mentees before the area meetings with a request for them to return the forms to their mentors after the Fall Plenary Session.

**MSC (Todd/Freitas) to approve the Assessment Form for the Professional Development Form with the understanding that the wording might be modified.**

* 1. **Senate Facebook Page**

Members discussed setting up a Senate Facebook page for the purpose of providing broader communication to local senates and faculty in general. Overall, members felt it was a good idea but raised concern about who would post and what would be posted. Adams noted that only staff would post and the Facebook page would provide information about Executive Committee activities and push people to the Senate’s website for information about events. Members viewed a Facebook mock-up page.

**MSC (Rutan/Klein) to approve setting up a Senate Facebook page.**

Action:

* Adams to bring to the September Executive Committee meeting criteria for submission and posting. 
  1. **Committee Priorities**

Members discussed unresolved resolutions and committee priorities for this year’s work.

**MSC (Rutan/Davison) to approve the assignments and committee priorities.**

Action:

* Chairs will provide language for tracking purposes regarding those resolutions that have been completed, declared moot, or found not feasible.
* Adams will update the resolution status on the website and remove completed, moot, and unfeasible resolutions from the committee reports.
* Committee chairs who need to provide more information about resolutions will submit their report for approval at the September Executive Committee meeting.
  1. **CTE Proposals**Members discussed the CTE Leadership (Perkins 1b funds), CTE Curriculum Academy, and Statewide Career Pathways proposals. The CTE Leadership proposal is the same work that the Senate started last year but modified slightly to address Chancellor’s Office needs. The goal of the Leadership proposal is to better align and support the Chancellor’s Office CTE/EWD division restructuring under the “Doing what Matters” campaign. Currently most of the Sector/Deputy Navigators, who are responsible for linking colleges to industry, do not have experience in curriculum processes. This proposal develops 15 CTE leaders from the 10 emerging industry to work with the Navigators in facilitating the curriculum development process. The faculty appointed to this group will be from 10 emerging industries.

The CTE Curriculum Academy was developed based on a request by the Chancellor’s Office and the timeline is very aggressive as the event will be held in January. The purpose of this proposal is to provide a comprehensive curriculum training for the Navigators, CTE Leadership team, and CTE faculty in general. A member of the public expressed concern that the CTE faculty voice in curriculum development is weak, which might be because of the lack of CTE faculty participating on Curriculum Committees. McCullough suggested that the Executive Committee request that certain parts of training include Chancellor’s Office staff from the Academic Affairs Division. Members felt that it would also be important to include Curriculum Committee chairs and specialists. Linking these individuals to the Navigators and the CTE faculty would help to develop a better understanding of who should be involved in curriculum development. By consensus, curriculum chairs and specialists will be invited to attend the event and additional $50,000 will be included in the Senate budget to cover these costs. In addition, the Chancellor’s Office Academic Affairs Division will be invited to present at the event.

The final proposal is continued funding for the Statewide Career Pathways (SCP) including the Counseling Toolkit and C-ID model curriculum in CTE areas. This proposal would continue the work of the Pathways project, expand the Counseling Tool Kit, and coordinate articulation efforts with the Regional Consortium.

**MSC (Braden/Freitas) to approve the three proposals with the understanding of the concerns voiced.**

1. **DISCUSSION**
   1. **Board of Governors/Consultation Council**The Consultation Council has met twice since the Executive Committee’s last meeting. At the June Council meeting, Patrick Perry gave a presentation on the System goals approved by the Board of Governors. He has been invited to give the same presentation to the Executive Committee at the October meeting. In July, The Consultation Council discussed the budget for the 2015-16 year and a Bureau of State Audits report on accreditation, as well as hearing a “listening session” on the disbursement of the $50,000,000 CTE Enhancement Fund. Morse informed members that the Consultation Council meets every third Thursday of each month in Sacramento from 10:00 am to 2:00 pm. He invited members to attend if they are in the area.

The Board of Governors meeting in July was compressed into a single day meeting due to the Rice Awards Ceremony that was scheduled for the following day. Most of the morning was consumed by public comment in response to an item to reauthorize the Special Trustee to oversee the City College of San Francisco.

* 1. **Accreditation Issues**Members discussed the Bureau of State Audit Report on accreditation. The Consultation Council was very critical of Accrediting Commission of Community and Junior Colleges (ACCJC). There were three different recommendations in the report: 1) the Chancellor’s Office to work with colleges to assist them in addressing issues that would hinder their accreditation; 2) the Board of Governors to work with the ACCJC on some of the shared difficulties; and 3) explore accreditation options other than the ACCJC.

Morse noted that a few years ago a Consultation Council Task Force on Accreditation drafted a report, which was not forwarded to the Board at that time. The Council was very interested in reconstituting the task force given the attention on accreditation statewide. However, the Chancellor’s suggested that the Council postpone any decisions on these matters until a ruling is made by ACCJC on the request for restoration status filed by City College of San Francisco. Morse and Bruno will report back as more information is available.

Members discussed the Accreditation Standards 3 A.1.c related to faculty evaluation and the language of the ACCJC in requiring Student Learning Outcomes data in faculty evaluations. Concerns have been raised by bargaining units and other constituent groups regarding the ACCJC’s authority to insist that “Faculty and others directly responsible for student programs toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those student learning outcomes” as stated in the Standards. Members recognized that this is a complicated conversation that will need further discussion about how best to address this issue. Members were reminded that last year, the Executive Committee decided that the Senate is charged with supporting the field and not fighting ACCJC.

* 1. **Technology Initiatives**Members were updated on the current status of the three technology initiatives. The Common Assessment Initiative (CAI) has an aggressive timeline that the steering committee and workgroups are trying to meet. The discipline workgroups will meet again in September and their input will shape the Request for Proposals (RFP). The RFP will be developed in late September or early October and responses are expected in early 2015. There have been concerns expressed that the vendors will not be able to provide a system that includes all desired features within the anticipated budget and during the proposed timeline. The steering committee continues to advocate for an assessment system that does everything colleges need and that it should not be limited unless there is no other choice. The steering committee will meet again on September 29th at the Wyndam Hotel in Irvine, CA.

Educational Planning Initiative (EPI) also has an aggressive timeline. The Pilot College Workgroup and the Portal Workgroup are currently in discussions on defining specifications and features essential for an educational planning tool, a degree audit system, and portals or apps for the system-wide student web portal. The workgroups will discuss the specifications and features at their September meeting to inform the RFP that is scheduled to be sent at the end of September or early October. The EPI Steering Committee has only met twice and does not have a scheduled meeting for Fall 2014. Updates of the work of the two workgroups meetings were sent via e-mail to the EPI Steering committee members. Faculty have voiced some concern about governance, particularly the role of the EPI Steering Committee with the Pilot College and Portal Work Groups—i.e., who has final approval authority. Concerns were also expressed regarding decision making structures and the timeline.

Executive Director James updated members on the status of OEI. She pointed out that the conditions regarding student access and demand that existed at the time that led to the creation of the OEI project are not the same conditions that exist today, particularly the funding challenges. Colleges experiencing declining enrollments may not want to encourage students to enroll in courses offered by other colleges through the online course exchange. This may or may not affect the success of OEI. James provided the following highlights:

* The permanent project management team has been hired.
* The pilot colleges have been selected for testing of the student readiness modules and online tutoring system, which will occur in Spring 2015
* The pilot colleges for the Common Course Management System have been selected and will begin summer 2015

* 1. **SCP Presentation**Kris Costa, Senate Articulation Liaison, provided members with background information about Statewide Career Pathways and a status report on current activities:
     + Nutrition and dietetics group will meet in Sacramento on September 5th.
     + Agricultural group is working with SCP to develop a common articulation template that is aligned to C-ID descriptors.
     + Based upon the feedback received at the California Economic Summit, SCP is working with Deputy Sector Navigators to create C-ID descriptors in advanced manufacturing as a basis future programs to introduce high school students to CTE emerging sectors early in their high school years.

Costa demonstrated the High School Counselor Tool Kit, which was presented last year at several counseling events. The Counselor Tool Kit has customized template capabilities for high schools counselors and is tied directly to C-ID databases. She also noted that she has been working with SB1070 directors and Chancellor’s Office Launch Board staff to gather articulation data for research on statewide trends.

1. **C-ID Report**Members were updated on C-ID activities and current discussions. Currently, C-ID leadership is planning a meeting for October 18 to develop Area of Emphasis (as called for in SB440) Associate Degrees for Transfer. The Intersegmental Curriculum Workgroup has approved the following disciplines for this work: ethnic studies, global studies/international relations, and the health/allied science. Faculty from these disciplines will be brought together to determine how to create Area of Emphasis Transfer Model Curriculum.
   1. **Strategic Planning**Members briefly discussed the strategic planning meeting on September 6th. It has been structured to be less business like and more academic to fit the needs of the Senate. Members were presented with a questionnaire to prepare for the meeting and asked to return it by September 1.
2. **REPORTS** 
   1. **Committee Report**No report.
   2. **Task Force Reports**

No report.

* 1. **Liaison Reports**   
     The following reports were provided in written form.

1. CAI Steering Committee Report, Freitas

2. CCCAOE, North

3. CIO, Grimes-Hillman

4. OEI, Crump

5. SACC, Grimes-Hillman

6. WEDPAC\_EDPAC, North

* 1. **Senate Grant and Project Reports**

No report.

1. **ADJOURNMENT**

President D. Morse adjourned the meeting at 3:57 p.m.

Respectfully submitted by

Felipe Grimaldo, Executive Assistant

Julie Adams, Executive Director

John Stanskas, Secretary