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EXECUTIVE COMMITTEE MEETING
Friday, March 1, 2019 to Saturday, March 2, 2019
Los Angeles Southwest College, Los Angeles, CA
DoubleTree Hotel LAX, El Segundo, CA

I. **ORDER OF BUSINESS**
   A. Roll Call
   President Stanskas called the meeting to order at 10:35 a.m. and welcomed members and guests.

   C. Aschenbach, M. Bean, A. Bruzzese, M. Cruz, D. Davison, G. Dyer, R. Eikey, S. Foster, S. Henderson, G. May, K. Mica, L. Parker, C. Roberson, and C. Rutan.

   Liaisons: Dan Crump, Liaison, Council of Chief Librarians, and Karen Daar, Los Angeles Regional Chair, California Community Colleges Chief Instructional Officers.

   Invited Guests: Pam Walker, Educational Consultant, and Michelle Pilati, OERI Faculty Coordinator.

   Staff: Tonya Davis, Associate Director of Administration, and April Lonero, Executive Assistant.

   B. Approval of the Agenda
   MSC (Aschenbach/May) 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.

   Robert Stewart, Los Angeles Southwest College, and Roy Shahbazian, Santa Ana College, were in attendance.

   No formal public comment was entered.

   D. Executive Committee Norms, pg. 5
   Members were reminded of the Executive Committee Norms.

   E. Calendar, pg. 7
   Members were updated on deadlines.

F. Local Senate Visits, pg. 15
Members updated the Local Senate Visits table.

G. Dinner Arrangements
Members were informed of dinner arrangements.

H. One Minute Check-In
Members shared a one minute check-in.

II. **CONSENT CALENDAR**
   A. February 1-2, 2019 Meeting Minutes, Rutan
   Consent calendar approved as presented by consensus.

III. **REPORTS**
   A. President's/Executive Director's Report – 30 mins., Stanskas/Mica
   Stanskas reported that during February he attended and presented at the 2019 the Building Diversity Summit. Stanskas attended a Collegiality in Action visit, the Intersegmental Committee of the Academic Senates (ICAS) Legislative Day and met with a Board of Governors member. Stanskas and Davison attended the National Legislative Summit in Washington D.C. on February 9-13, 2019. Davison noted meetings with Representative Mark Takano regarding granting community colleges access to each student's Joint Services Transcripts (JST) without the student having to request it for each campus. The JST is used to military credit to grant credit for prior experiential learning. Stanskas reported that he was asked by legislative staffers to create a letter regarding revising the "Student Centered Funding Formula" to incentivize student-focused outcomes.

   Mica congratulated Craig Rutan for the success of the Part-Time Institute, and Silvester Henderson and Mayra Cruz for the success of the Faculty Hiring Regional Meetings. Mica reported that a Multimedia Designer and a Project Coordinator were hired and are starting in March. The office staff is holding a half day strategic planning retreat on March 6, 2019. An update was given on the event planning and registrations. Mica is working with faculty leads and office staff to develop statements of work for C-ID, the Open Education Resources Initiative (OERI), and Guided Pathways. The Hayward Award winners were selected and will be honored at the March Board of Governors Meeting. Mica stated that the Certified Public Accountant (CPA) search is underway for the annual audit, and the 2019-2020 budget is being developed. Mica noted an increased effort to engage the Academic Senate social media accounts.

   B. Foundation President's Report – 10 mins. Aschenbach
   Aschenbach reported that the fundraising goal for the Area Competition at the 2019 Spring Plenary is $10,000. Awards will be given to the area that raises the most money and the Area that has the most donors that donate in the amount or multiple of $50. The Foundation is sponsoring the ASCCC 50th Celebration Reception on Thursday April 11, 2019. Three scholarships were given to faculty to attend the A[2]Mend 12th Annual African American Male Summit, and three scholarships will be awarded for faculty from Areas A and B to attend the 2019

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Spring Plenary.

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, CAAJE, CCA, CCCI, CCL, CFT, CIO, FACCC, and the Student Senate.

Dan Crump, Council of Chief Librarians (CCL) Liaison provided an oral report. Crump noted that the ASCCC paper *The Role of the Library Faculty in the California Community College* was reviewed by librarians throughout the system. Crump reported that the Library Services Platform (LSP) Project is continuing its implementation. The 2019 Annual Deans & Directors Meeting is March 21 through 22 in Sacramento.

Karen Daar California Community Colleges Chief Instructional Officers (CCCCIO) Los Angeles Regional Chair, provided an oral report. Daar reported that the CCCCIO Executive Board is participating in various Online Education Initiative (OEI) development opportunities to support colleges, including a pilot event with Institute for the Future to learn about platforms in online education. The CCCCIO Spring Conference: Creating Connections – Building Bridges, is April 17-19, 2019 at the Hilton San Francisco Financial District, with a pre-conference April 15-17 for deans who aspire to be CIOs. The conference will include topics such as AB 705 Implementation and Guided Pathways.

IV. **ACTION ITEMS**
A. **Legislative Report – 20 mins., Davison, pg. 21**
The Executive Committee received an updated on current legislative issues. Davison noted bills of interest including: AB 30 (Holden) "Community colleges: College and Career Access Pathways partnerships", AB 130 (Low) "Postsecondary education: Office of Higher Education Performance and Accountability", AB 302 (Berman) "Parking: homeless students", SB 2 (Glazer) "Statewide Longitudinal Student Database", AB 1512 (Carrillo) "Public postsecondary education: community colleges: course credit for passage of International Baccalaureate examination", SB 3 (Allen) "Office of Higher Education Coordination, Accountability, and Performance", SB 462 (Stern) "Community colleges: Forestland Restoration Workforce Program", and SB 777 (Rubio) "Community colleges: full-time instruction". The committee discussed several bills regarding Cal Grant awards and financial aid reform. Davison explained the logistics of the Legislative and Advocacy Day on March 12, 2019.

No action by motion was taken on this item.

B. **CCC Guided Pathways Award Program – 30 mins., Stanskas, pg. 31**
The Executive Committee received an update on the implementation of the CCC Guided Pathways Award Program. Roberson reported that the 2019-2020 statement of work is being developed to include: program review and budget planning, guided pathways onboarding, and technical assistance for colleges. The Guided Pathways Taskforce is meeting March 8, 2019. The Taskforce will

develop an evaluation tool for the Guided Pathways webinars. An Academic Senate Representative is attending each "Connecting the Dots: Data-Informed Integrated Planning", to offer a faculty perspective. Roberson noted that an initial submission of the "Scale of Adoption Self-Assessment" is due April 30, 2019 and the final submission is due September 30, 2019.

No action by motion was taken on this item.

C. **Faculty Diversification – 20 mins., Stanskas, pg. 39**
The Executive Committee received an update on Faculty Diversification in the system. Stanskas highlighted the impact and commitment demonstrated by Academic Senate participation at the Building Diversity Summit and leadership of the Hiring Regionals held in February. Stanskas mentioned that Deputy Chancellor Daisy Gonzales is creating a workgroup regarding faculty diversification. Members discussed the impact of the regional meetings for faculty versus other attendees and additional methods to disseminate information. Members expressed a need for clarity of roles when working with external partners. Cruz said that a report-out of the events is being developed for the Executive Committee and to be a resource for faculty.

No action by motion was taken on this item.

D. **Strong Workforce Program Recommendations – 10 mins., Stanskas, pg. 41**
The Executive Committee received an update on the Strong Workforce Program Recommendations. Davison reported that the Credit for Prior Learning (CPL) Advisory Group met February 5, 2019, and a pilot program to award CPL will begin in Fall 2019. The committee discussed the CPL Advisory Group's focus on CPL from industry experience and from military experience, and the emphasis of the legislature on military CPL. Members suggested the integration of the C-ID process into the identification of CPL in specific disciplines. Mica will speak to the Advisory Group Leadership regarding the incorporation of C-ID. Davison mentioned the challenging process for a student to receive their Joint Services Transcript (JST) and detailed meetings with Representative Mark Takano and Representative Mike Levin regarding improved access to the JST for community college counselors and advisors.

Aschenbach reported that the equivalency toolkit, created by the CTE Minimum Qualifications workgroup is ready for distribution to the field. The CTE Leadership and Standards and Practice committees will hold regional workshops during spring 2019 regarding the use of equivalency.

No action by motion was taken on this item.

E. **AB 705 Update – 20 mins. Stanskas, pg. 43**
The Executive Committee received an update on the AB 705 implementation at the Chancellor's Office. The comment period is closed for the draft Title 5 regulations except for section §55063, as the Chancellor's Office legal counsel recommended reverting the section back to the original language. The regulations

will be considered for adoption at the March Board of Governors Meeting.

Members discussed questions and concerns from the field regarding the impact of AB 705 implementation on prerequisites.

May reported that five AB705 Data Revision Project Recoding Regional Meetings are scheduled in March to share and gather feedback regarding the new MIS data elements resulting from the AB 705 Data Revision Project. The regional meetings are March 5, 2019 at Skyline College, March 7, 2019 at Los Rios District Office, March 13, 2019 at MiraCosta College, March 18, 2019 at College of the Canyons, and March 21, 2019 at Mt. San Antonio College.

F. **Spring 2019 Pre-session Resolutions – 60 mins., Dyer, pg. 45**
The Executive Committee discussed and revised the resolutions to forward to the Area meetings in March 2019 for discussion. Edits were made to the draft resolutions to better articulate the issues under debate, as well as provide clarity on the intent of the resolution.

MSC (Rutan/Cruz) to approve the Spring 2019 Resolutions to present at the Area Meetings.

G. **The Student Equity Plan Paper – 20 mins., Henderson, pg. 47**
The Executive Committee reviewed the *Student Equity Plan* and provided feedback. Members expressed concern that the paper does not include enough information regarding the creation of the Student Equity and Achievement (SEA) Plan, but focuses well on overall student equity and implementation. Members suggested the inclusion of "local" or "other" student populations and institutional equity. The committee recommended the "why" regarding student equity be framed around the Academic Senate's core values. Members noted section 3 will be revised based on the SEA Guidelines disseminated from the Chancellor's Office. Editorial changes were noted. It was recommended to continue revisions on the paper during the spring term to have ready for the 2019 Fall Plenary Session.

MSC (May/Cruz) to rename the paper S*tudent Equity*, and direct the Executive Committee to revise Section 3 with the Chancellor's Office student Equity and Achievement (SEA) Program guidelines, and to expand Sections 1, 2, and 4 to reflect the Academic Senate's core values and include recommendations regarding student equity.

H. **The Role of Library Faculty in California Community Colleges Paper – 20 mins., Bean, pg. 87**
The Executive Committee reviewed *The Role of Library Faculty in California Community Colleges* and provided feedback. Bean explained that additional information regarding Open Educational Resources (OER) will be added and the recommendations will be clarified. It was asked to create a separate heading for the recommendations to the Board of Governors. Members discussed the level of input from library faculty. Editorial changes were noted.

MSC (May/Rutan) to approve presenting *The Role of Library Faculty in California Community Colleges* at the Area Meetings for consideration.

I.   **Effective Practices for Online Tutoring Paper – 20 mins., Bean, pg. 123**
The Executive Committee reviewed *Effective Practices for Online Tutoring* and provided feedback. Bean noted the review of the paper by the Association of Colleges for Tutoring & Learning Assistance (ACTLA), and requested to increase their level of participation by providing additional time for review and inclusion as contributors. She also mentioned that ACTLA guidelines will be included after their approval at the ACTLA 2019 Conference in April. Members discussed the benefits and challenges of allowing additional time for review. The committee discussed the use of research from four year universities and its ability to be implemented at the community college level. It was asked to create a separate heading for the recommendations to the Board of Governors. Editorial changes were noted. Members recommended including information in the publication guidelines regarding collaboration with, and review by external organizations on Academic Senate papers.

MSC (Foster/Aschenbach) to approve presenting *Effective Practices for Online Tutoring* at the Area Meetings for consideration, and to include ACTLA guidelines.

J.   **Update of the paper "Noncredit Instruction: Opportunity and Challenge" – 20 mins., Rutan, pg. 149**
The Executive Committee reviewed *Noncredit Instruction: Opportunity and Challenge* and provided feedback. It was asked to create a separate heading for the recommendations to the Board of Governors. The members discussed the use of "noncredit faculty" to distinguish current practices among faculty. Editorial changes were noted.

MSC (Aschenbach/ May) to approve presenting *Noncredit Instruction: Opportunity and Challenge* at the Area Meetings for consideration.

K.   **Work-Based Learning Paper – 20 mins., Aschenbach, pg. 193**
The Executive Committee reviewed *Work Based Learning in California Community Colleges* and provided feedback. Rutan noted that a change will be made to the apprenticeship section based on the newly revised Chancellor's Office apprenticeship regulations. Aschenbach stated that the section regarding Externships will be removed. Editorial changes were noted.

MSC (Rutan/Davison) to approve presenting *Work Based Learning in California Community Colleges* at the Area Meetings for consideration.

L.   **Career & Noncredit Education Institute – 10 mins., Aschenbach/Rutan, pg. 217**
The Executive Committee reviewed the draft program for the 2019 Career and Noncredit Education Institute. Aschenbach explained that there will be a pre-

session for CTE Liaisons in the morning on Thursday, April 25, 2019. Members raised concerns that the general session topics seem too narrow and may limit participant engagement.

MSC (Eikey/Foster) approve the 2019 Career and Noncredit Education Institute with considerations from the discussion and with recommendations to consider broader audience for the general sessions.

M. **Legislative Training for Leadership – 10 mins., Davison, pg. 229**
The Executive Committee reviewed the legislative pre-session draft for the 2019 Faculty Leadership Institute. Davison noted that the presenters are confirmed. The committee suggested including an update on the Governor's Budget and current legislation. Members discussed the logistics of the Capitol Tour and visit to the Chancellor's Office.

MSC (Parker/May) to approve the Legislative Pre-Session for the 2019 Faculty Leadership Institute.

N. **2019 Spring Session Planning – 60 mins., Stanskas/Mica, pg. 223**
The Executive Committee was updated on the keynote presentations and discussed changes to the preliminary program. The committee was reminded of the deadlines for the breakout descriptions, the presenters list, and the supply needs. Members suggested the inclusion of the discussion regarding the re-evaluation of ASCCC Mission Statement during a general session. Members were informed of the 50th Celebration Reception format and invitations. The committee was presented with four 50th Anniversary t-shirt designs collected from students and faculty.

MSC (Dyer/Cruz) to adopt Design Number 2 as the 50th Anniversary Celebration Shirt design.

O. **Executive Committee Meeting Dates 2019 -2020 – 15 mins., Mica, pg. 235**
The Executive Committee discussed the 2019 – 2020 Executive Committee meeting and Event dates. Members raised concern that the 2020 Spring Plenary Session is on Easter weekend. The committee noted the timing and logistical challenges of holding a meeting at a location that is far from an airport. Concern was raised that the footnote regarding meeting time is inaccurate; the footnote will be changed to "Meetings will typically be on Fridays from 9:00 a.m. to Saturdays at 4:00 p.m." It was mentioned that the June Executive Committee Meeting is scheduled after committee terms have formally ended. Members suggested holding the Part-Time Institute in late January and the Accreditation Institute in February to avoid conflict with Accreditation visits. The committee asked the Office to compare the event calendar with the known event dates for partner organizations. The committee discussed alternative meeting platforms, holding events and meetings on different days of the week, and if combining or extending certain events would be more impactful. It was recommended to review the 2020-2021 dates by January 2020 to allow for detailed evaluation and flexibility in the time required to book events. Members suggested that the Faculty Development

Committee work with the Executive Director to develop surveys for the events. Stanskas suggested that the Academic Academy theme center around the student experience with relation to OER, guided pathways, student equity, faculty diversification, and accessibility.

MSC (Parker/Foster) to approve the 2019-2020 Event Calendar with modification to Spring Plenary 2020.

P. **Action Tracking Spreadsheet – 15 mins., Mica, pg. 237**
The Executive Committee discussed the use of the action tracking spreadsheet. Rutan explained that initially items on the action tracking spreadsheet were actions that were directed to the Executive Committee and intended to return to a future Executive Committee Meeting. Members mentioned confusion between this action tracking document and the document that tracks standing committee actions and priorities. Members noted the difference between items that are brought to the Executive Committee one-time and items that occur annually. The committee expressed interest in continuing an action tracking method and requested that the Executive Director explore action tracking methods and criteria for items intended to be brought to the Executive Committee.

MSC (Bean/May) to direct the Executive Director to develop an action tracking system for items to be brought back to the Executive Committee.

Follow Up: Mica to develop an action tracking system for items to be brought to the Executive Committee.

Q. **Professional Development College – 20 mins., May/Pilati/Mica, pg. 239**
The Executive Committee discussed the current use of the Professional Development College and potential future direction. Members noted that some courses need to be updated based on changes in the community college system. The committee recommended a regular review process and mechanism for special review and updates as needed. Currently participants can receive a certificate upon course completion, and members suggested the ability for participants to receive continuing education units for course completion. Concerns were raised regarding the addition of the review process or material creation to the workload of the Executive Committee and Academic Senate committees and requested the Executive Director to explore resource allocation for the continuation of the Professional Development College.

MSC (May/Rutan) to direct the Executive Director to explore the allocation of resources to continue the Professional Development College, absent the direct creation of content by the Executive Committee. The Executive Director is to report findings at the next budget update.

Follow Up: Mica will explore the allocation of resources to continue the Professional Development College and report the findings at the next budget update.

R. General Education Task Force Report – 20 mins., Stanskas, pg. 245
The Executive Committee discussed the General Education (GE) Task Force Recommendations for GE Review and Reform. Stanskas reported that the Task Force was comprised of CSU faculty, two CSU students, a CSU Office of the Chancellor staff member, and a faculty representative from the University of California and the California Community Colleges. The Academic Senate of the CSU (ASCSU) will review the report at a Plenary Session and bring the report to ICAS for discussion. Members suggested the potential to coordinate the guided pathways framework with the CSU GE pathways to benefit students.

No action by motion was taken on this item.

S. Systemwide Data – 40 mins., May/Roberson, pg. 269
The Executive Committee discussed statewide data changes and questions. Members detailed concerns from the field regarding the use of the Student Success Metrics (SSM) Dashboard because of the issues identified by the institutional researchers from the initial release. The committee noted the challenge in creating quantifiable goals with data uncertainty or unreliability. Stanskas stated that a note will be sent to academic senate presidents, encouraging them to engage in the shared governance process regarding goal-setting and goal planning. May stated that the AB 705 Data Revision Project is working to count English and Mathematics courses correctly in relation to the Student Centered Funding Formula.

No action by motion was taken on this item.

V.   DISCUSSION
A. Chancellor's Office Liaison Report – 45 mins. pg. 371
No Chancellor's Office Liaison Report was provided.

B. Board of Governors/Consultation Council – 15 mins., Stanskas/Davison, pg. 273
No Board of Governor's or Consultation Council meetings were held in February 2019. The next Board of Governor's Meeting is March 18, 2019. The next Consultation Council Meeting is March 21, 2019.

C. Online Community College District Board of Trustees Meeting – 15 mins., Stanskas/Davison, pg. 275
Stanskas informed the committee that on February 6, 2019 Heather Hiles was named the CEO and President of the California Online Community College District.

D. CVC-OEI Augmentation Funding – 15 mins., Dyer/Aschenbach, pg. 277
The Executive Committee discussed the California Virtual Campus – Online Education Initiative (CVC-OEI) Augmentation Funding. A request for applications was distributed by CVC-OEI for *Improving Online CTE Pathways* grants. The grants will be awarded to develop online programs and courses that lead to short-term, industry-valued certificates or credentials, or programs; or

enable a student in a pathway developed by the California Online Community College to continue his or her education in a career pathway offered by an existing community college. Stanskas requested that CVC-OEI consider including the C-ID process as a requirement or consideration in the grant application process and raised concern over California Online Community College's duplication of programs currently offered in the community college system.

E. Faculty Development Committee – 15 mins., Cruz/Eikey/Parker, pg. 317
The Executive Committee received an updated on the Faculty Development Committee. Cruz reported that the Faculty Development Committee recommends using the spelling "womyn" in ASCCC communications. Cruz reported that the data from the Faculty Hiring Survey will be presented at Spring Plenary.

F. Meeting Debrief – 15 mins., Stanskas, pg. 321
The Executive Committee debriefed the meeting to assess what worked well and where improvements can be implemented.

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

A. Standing Committee Minutes
   i. Equity and Diversity Action Committee, Henderson, pg. 323
   ii. Guided Pathways Task Force, Roberson, pg. 331
   iii. Noncredit Committee, Rutan, pg. 337
   iv. Online Education Committee, Dyer, pg. 339
   v. Resolutions Committee, Dyer, pg. 343
   vi. Transfer, Articulation, and Student Services Committee, Bean, pg. 345
B. Liaison Reports
C. Senate and Grant Reports
D. Local Senate Visits

VII. **ADJOURNMENT**
The Executive Committee adjourned at 3:00 p.m.

Respectfully submitted by:
April Lonero, Executive Assistant
Craig Rutan, Secretary