**EXECUTIVE COMMITTEE MEETING DRAFT MINUTES**

*San Diego City College Friday, September 12, 2014*

*San Diego Doubletree Saturday, September 13, 2014*

**Friday, September 12, 2014 - Saturday, September 13, 2014**

1. **ORDER OF BUSINESS**
   1. **Roll Call**

President Morse called the meeting to order at 1:30 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: Charlie Millar, SSCCC; Cris McCullough, Chancellor’s Office; David Milroy, CPFA.

Guests: Jennifer Coleman, CAI; and RP Group Members, Bri Hays, Craig Justice, and Terrence Willett.

Staff: Linda Schlager-Butler, Senior Administrative Assistant

* 1. **Approval of Agenda**Item IV. J. Noncredit Survey.

**MSC (Todd/Davison) to approve the agenda as presented.**

* 1. **Public Comment**No public comment.
  2. **Calendar**Adams briefly highlighted key dates on the calendar and suggested that committee chairs provide their committee meeting dates to be included on the Senate website calendar. The *Rostrum* deadline is October 6 to be ready for Fall Plenary Session.
  3. **Dinner Arrangements**

Members were provided with the location for dinner.

1. **CONSENT CALENDAR**

Consent Items B and C were pulled from the Consent Calendar.

**MSC (Rutan/Todd) to approve items A and D.**

* 1. **Executive Committee June 11, 2014 Meeting Minutes**Approved by consent.
  2. **Executive Committee August 22 – 23, 2014 Meeting Minutes**

Members discussed the August minutes and whether or not to include a list of the guests attending the meetings in the minutes. Concern was raised regarding including all the guests, particularly when the list becomes too large. One suggestion was to include a guest sign in sheet with the adopted minutes. Further conversation will be continued as the guest list grows.

**MSC (Crump/North) to include the list of all guests for now and re-evaluate this practice as the lists of guests grows.**

**MSC (Bruno/Braden) to approve August minutes with the addition of the list of guests.**

**Action**

* Staff will ensure that there is a public sign-in sheet available for each meeting.
* An item will be included on a future agenda when the list of public guests grows.
  1. **Committee Resolution Assignments and Priorities**A number of changes were not recorded since the last meeting. This item will return to the next meeting for approval.   
       
     **Action**

Committee chairs will send in a completed committee resolution assignment and priorities spreadsheet for consideration for approval at the October meeting. The chairs will ensure that any completed assignments include an explanation of how each assignment was completed.

* 1. **Honoring Former Executive Committee Members**Approved by consent.

1. **REPORTS** 
   1. **President’s Report, Morse**President Morse provided members with a report of his activities including

* meeting with Pam Walker, vice chancellor of Academic Affairs, who commented that she is looking forward to working with us. She is also beginning to connect the Academic Affairs Division to Chancellor’s Office divisions working on curriculum issues.
* discussion with CSU GE Advisory Committee (GEAC) about the upper division GE requirements; upper GE in BA/BS; preserving the alignment of GE; CSU Executive Order which formalizes the GE IGETC path; and pilot in Statway.
* discussion with Chancellor’s Office staff and ASCCC representatives about how best to coordinate efforts to update the PCAH.
* OEI Steering Committee elected John Freitas to be faculty co-chair.
* Student Success Center (professional development clearing house) asked for appointments from ASCCC, Research and Planning Group (RP), Community College League, and Student Senate. Morse and Dumont will be the official representatives and Adams will also attend.
* Program review tools—North is working with faculty, RP Group and West Ed to develop resources for sharing program review tools. There will be a breakout at RP Conference, CCCAOE and Plenary Session.
* AB86—Morse is trying to get the ASCCC as a participant on the AB86 workgroup. Dean Debra Jones has suggested that the ASCCC make a nomination, which would then be presented to the Cabinet (representatives from the Chancellor’s Office and Department of Education) for consideration. Morse informed her that nominating versus appointing appears to go against the Board of Governors standing orders. The appointment decision is still pending at this point.
  1. **Executive Director’s Report**

Adams reported that most of her time was spent preparing for and support of the audit, which is nearly complete. The audit seems to be going well; however, there have been some challenges with the transition to the Tax Office as well as the loss of staff in support of the accounting function. She noted that the audit is an opportunity for staff to learn where our processes need to be improved.

She provided information about her other activities including

* participated and planned a number of committee meetings;
* continued the appointment process for committees, task forces, and advisory groups;
* monitored the work of the three technology initiatives;
* worked with faculty and staff in planning the Basic Skills CB21 discipline input group meetings;
* worked with others in determining the next steps for the SCP grant;
* attended a meeting to promote the Senate’s proposals on articulation to the SB1070 director;
* facilitated a meeting to move the C-ID technology to Butte;
* prepared the notes from our strategic planning event;
* worked with staff to finalize all event locations;
* worked with the Chancellor’s Office on the final plans for the CTE Curriculum Academy.

Adams concluded her report by announcing staff changes including Krystinne Mica’s return to the Senate as the C-ID program specialist and the addition of Linda Schlager-Butler as support to the Executive Committee.

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

Bruno noted that the Foundation board will be meeting later this month.

* 1. **Legislative Activities, (Action, as necessary)**Members were briefed about current legislative activities with highlights noted from the report in the agenda.
  2. **Chancellor’s Office Liaison Report**McCullough reported on the following activities of the Chancellor’s Office Academic Affairs:
* The PCAH rewrite and approval process could possibly take a year to complete;
* Currently Chancellor’s Office staff is revising the TMC template form to ensure consistency across disciplines. One member suggested that any changes to the TMC form be sent to the C-ID faculty coordinator as there might be reasons for the specificity of discipline discrepancies. McCullough agreed to send a copy of the revised template to the C-ID faculty coordinator
* Discussion about the Early Child Education Taxonomy of Programs (TOP) code concern and overall concern with the TOP codes on C-ID TMCs.
* During August, the Curriculum Inventory was down and staff was able to reduce the reviews from 3500 by 2000; however, since that time there has been an increase in the number of submissions;
* The completed number of Associate Degrees for Transfer (ADT) is at 86% for the system’s colleges. The Chancellor’s Office is beginning to work very closely with those individual colleges who are below 50%.
* The Chancellor’s Office is working with the ASCCC Curriculum Committee on the planning of the Curriculum regional meetings. The Chancellor’s Office will concentrate on training with the curriculum specialists and supporting the work of the ASCCC Committee;
* The Chancellor’s Office is working with retired physical education faculty member Karen Kunimura to clean up the TOPs code for the PE/Kinesiology, which has been of concern because of the changes to repeatability regulations.

McCullough concluded her report by suggesting that the ASCCC include Academic Affairs in any discussions of SB880 (noncredit) as these discussions seem to be happening in workforce development but clearly have impact to academic programs.

* 1. **Liaison Oral Reports**

Milroy updated members about legislation related to the terms used for part-time faculty (adjunct, contingent, associate professor), a recent Coalition for Contingent Academic Labor resolution, and shared a Grossmont model for including part-time faculty. A brief updated was made regarding the ASCCC part-time faculty paper.

Morse read a written report from Jonathan Lightman, Executive Director of FACCC, which updated members about their sponsored legislation, asked for feedback on their website, and highlighted their upcoming events.

Millar briefly informed members about legislation on student representative fee (AB1358), their discussions about the SSCCC becoming a corporation, and asked for suggestion about possible groups that the Council should consider partnership.

1. **ACTION ITEMS** 
   1. **Regional and Town Hall Meetings**Members discussed the agendas for the two regional meetings for 2014 – 15 – Equity and Success (September 26 – 27) and Curriculum (October 17 – 18).

**MSC (North/Braden) to approve the agenda for the Equity and Success with the understanding that the time might be modified.   
  
MSC (North/Rutan) to approve the agenda for the Curriculum Regionals.**

**Action**

The Curriculum and EDAC chairs will finalize the agendas for posting on the website.

* 1. **Fall Plenary Session**The Executive Committee discussed the preliminary program for the 2014 Fall Plenary Session.

**MSC (Stanskas/Todd) to approve the Fall Plenary Session preliminary program.**

**Action**

Staff will post the preliminary program on the ASCCC website.

* 1. **ADT Draft Paper**Members discussed a draft paper on the Associate Degree for Transfer to forward to the 2014 Fall Plenary Session for discussion and debate.

**Action**

Another draft will return to the next meeting for possible approval.

* 1. **Exemplary Award Theme**Members discussed the Exemplary Award theme recommended by the Standards and Practices Committee.   
       
     **MSC (North/Davison) to approve the concept of the Exemplary Award is transitions from high** s**chool to community college.**

**Action**

* Rutan and Bruno will provide the final language to be included in the announcement for the award.
* Adams will review last year’s to ensure that the announcement is distinguished between this year’s and last year’s award description.   
    
    
  1. **Accreditation Institute**The Executive Committee reviewed the draft program for the Accreditation and provided input regarding the breakout topics.

**Action**

The final draft program will return to the next meeting for possible approval.

* 1. **Resolution Handbook**The Executive Committee reviewed the Resolution Handbook to be forwarded to the body at Fall 2014 Plenary Session for discussion and possible adoption. The handbook was created to include all resolution related policies and process in one document. Several issues raised require further research.

**Action**

The handbook will come back to the October meeting for possible approval.

* 1. **Senate/Union Relations Paper**Members were updated on the current status of the draft paper on senate and union relations. The chair of the Educational Policies Committee noted that the committee felt that the paper did get to some of the core issues needed by the field and appeared to be written from a union perspective. The committee suggested the draft paper be put aside and a new draft be developed. Members agreed but felt that the authors of the draft should be recognized for their work. Some also felt that once a new outline is developed, some of the prior work could possibly be used in the new paper. By consensus, the Educational Policies Committee will draft the paper and ask union colleagues to provide feedback.

**Action**

The chair of the Educational Policies Committee will bring back an outline for the paper to another Executive Committee meeting for consideration for approval.

* 1. **Accreditation Discussion Regarding ACCJC Visiting Teams**Members discussed possible direction for responding to questions raised by faculty groups about ACCJC visiting team recommendations. While controversy continues to be centered on CCSF, there is a larger issue that may need to be addressed more broadly. There is concern that the visiting team’s recommendations need to be valued as the basis for peer review. Members expressed concern and offered possible remedies that might strengthen the training of visiting teams such that the Commission’s subsequent actions will be more in line with the visiting teams’ recommendations. The conversation eventually coalesced around the idea of drafting the members’ views in both a letter and resolution format and continuing discussion with other organizations regarding possible joint responses in the future.

**MSC (Stanskas/Dolores) to direct the president to draft a letter addressing our concerns, speak to our system partners about their interest in the partnering with us on such a letter, and that the Accreditation Committee bring back a resolution to the October meeting.**

* 1. **Facebook Criteria**The Executive Committee reviewed the criteria for posting on the Senate’s Facebook page. The Facebook page would be a conduit to provide information to a larger audience of faculty members on our colleges. As noted in the criteria, the Senate staff will be responsible for posting information on the website. This information will be a report on the Executive Committee activities, upcoming events, interesting reports, and other information. The Facebook page will be a secondary communication tool and will direct people to the Senate website, as the official communication for the Senate.
  2. **Noncredit Survey**  
     The Noncredit Committee developed a survey to gather information about how the local campuses are involved in the development of AB86.

**MSC (Braden/Todd) to approve the noncredit survey as amended.**  
**Action**

Klein will work with Adams to send the survey out to the field.

1. **DISCUSSION** 
   1. **Board of Governors/Consultation Council**

Members were briefly updated on the Board of Governors retreat, which included conversations about the 2015-16 budget, transfer degrees and the work that the Senate has done, dorms and meeting the needs of homeless students and student safety, status of the Student Success task force, C-ID and the work of the Senate; bachelor’s degrees, fees, and evaluation; institutional effectiveness; CTE issues; apprenticeship program; teaching faculty; and the democracy project.

* 1. **C-ID Report**Members were provided the background of C-ID, for the benefit of the new members, and then provided with a status report of its current activities.
  2. **SB 850 Bachelor's Degrees**Members recognized that SB850 (Block), if signed by the governor, would change how California community colleges offered degrees and briefly discussed how best to provide guidance to local senates. Morse noted that a Chancellor’s Office task force on this issue will be formed if the measure is signed by the governor and the ASCCC will have a representative appoint to this group. He will continue to update the Executive Committee on the status of any work in this area.
  3. **Strategies to Link ASCCC Committee Work**

The Executive Committee discussed strategies to link the ASCCC committee work with the Relations with Local Senates Committee to facilitate communication with the field, as well as promoting more campus visits.

* 1. **Fall Plenary Session Resolution**The Executive Committee briefly reviewed the resolution deadlines and resolution writing guidelines.
  2. **RP STEPS Research Presentation**

Representatives of the Research and Planning (RP) Group presented their research on the RP Group’s Student Transcript-Enhanced Placement Project (STEPS). The STEPS project began as an outgrowth of the CalPASS project and provided a holistic approach to tracking students across segments. RP representatives highlighted key aspects of their study and shared relevant data. Information about the RP research can be found here: <http://www.rpgroup.org/projects/steps>.

* 1. **Common Assessment Update**The Executive Committee received an update on the Common Assessment Initiative from the project manager, Jennifer Coleman. She provided members with the goals and objectives of CAI and updated them on the current work plans. Information about the CAI can be found here: <http://cccassess.org/>

**VI. REPORTS**

1. **Committee Reports**
   1. Accreditation and Assessment Committee, Stanskas
2. **Task Force Reports**
3. **Liaison Reports**
   1. System Advisory Committee on Curriculum, Grimes-Hillman
4. **Senate Grant and Project Reports**
   1. C-ID
   2. SCP

**VII. ADJOURNMENT**

President D. Morse adjourned the meeting at

Respectfully submitted by

Julie Adams, Executive Director

John Stanskas, Secretary