

## EXECUTIVE COMMITTEE MEETING

### *Draft Minutes*

Wednesday, November 4, 2015

#### I. ORDER OF BUSINESS

##### A. Roll Call

President Morse called the meeting to order at 12:40 p.m. and welcomed members and guests.

Members present: J. Adams, C. Aschenbach, J. Bruno, D. Davison, A. Foster, J. Freitas, G. Goold, V. May, W. North, C. Rico, C. Rutan, C. Smith, and J. Stankas.

Liaisons present: J. Escajeda, Chancellor's Office; Rich Hansen, CCCI; Shaaron Vogel, FACCC

Guests present: Dan Crump, American River College; Nancy Golz, Merced College; Conan McKay, Mendocino College; Michelle Sampat, Mt. San Antonio College

Staff present: Sandra Sanchez, Executive Assistant

##### B. Approval of the Agenda

Adams pulled item V. D. ASCCC Audit because it is not ready for discussion at this time. This item will return in spring. The agenda was approved as amended.

##### C. Public Comment

McKay requested that the Executive Committee consider a discussion on funding for CTE Leadership Committee members to visit colleges and faculty who cannot attend the CTE regional meetings.

##### D. Calendar

Adams reminded members of upcoming meetings, events, and due dates. The January agenda deadline is Thursday, December 17, 2015. The *Rostrum* deadline is Monday, January 18, 2016.

##### E. Action Tracking

The Executive Committee discussed the action tracking spreadsheet. Adams updated members on items that are in progress or were recently completed.

##### F. Dinner Arrangements

The Executive Committee discussed dinner arrangements.

#### II. CONSENT CALENDAR

##### A. October 2-3 Meeting Minutes, Stankas

##### B. Noncredit Liaison Expectations, Aschenbach

- C. Legislative Liaison Position, Bruno**
- D. Online Education Regional Meetings, Davison**
- E. ASCCC Advocacy Day, Bruno**
- F. TASSC Survey on Services for Disenfranchised Students, May/Davison**
- G. Needs Assessment Survey, Rico**
- H. New Modules for the Professional Development College, Rutan**
- I. Outcomes for Institutes and Individual Breakout Sessions, Rutan**

Items II. B. and II. C. were pulled.

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

**Action:**

- Item A: Staff will post the approved October minutes to the Senate website.
- Item D: The Online Education Committee to hold a set of regional meetings in the spring prior to plenary.
- Item E: The Legislation and Advocacy Committee will establish an ASCCC advocacy day for spring 2015.
- Item F: The Transfer, Articulation, and Student Services Committee will distribute a survey on existing services for disenfranchised students in the California Community College System.
- Item G: The Relations with Local Senates Committee will administer the Needs Assessment Survey at the 2015 Fall Plenary Session and via Survey Monkey following plenary.
- Item H: The Faculty Development Committee will develop six new modules for the Professional Development College (PDC).
- Item I: Adams and Rutan will include outcomes in the 2016 Instructional Design and Innovation Institute program for each breakout session and the overall event.

**B. Noncredit Liaison Expectations**

This item was pulled to clarify that the expectations outlined for the noncredit liaison position are recommendations for local senates and not requirements.

**C. Legislative Liaison Position**

This item was pulled to clarify that the guidelines outlined for the legislative liaison position are recommendations for local senates and not requirements.

**MSC (North/Aschenbach) to approve items II. B. and II. C.**

**III. REPORTS**

**A. President's Executive Director's Report**

President Morse opened his report with a brief update on Chancellor Brice Harris' retirement in April. He acknowledged Chancellor Harris' outstanding job in leading the system and in respecting the faculty voice and the ASCCC. The Board

of Governors will begin its process for naming the next chancellor soon, and the ASCCC plans to have representation at these discussions.

The Accreditation Task Force Report received endorsement from the Chief Executive Officers (CEOs), Chief Instructional Officers (CIOs), Community College Independents (CCI), FACCC, and numerous local senates.

ASCCC representatives recently visited the UC Academic Council to present on C-ID. The UC faculty were engaged and interested in the possibilities of participating in C-ID, and they invited the ASCCC to return as the conversation continues.

Morse alerted the Executive Committee of recent issues with C-ID. In May 2015, the Chancellor's Office repositioned the C-ID grant from the Los Rios Community College District to Mt. San Antonio College. The ASCCC is currently working without a contracted budget for C-ID in place, which is of great concern. The Senate is using its reserve funds to host C-ID meetings and DIGs, pay stipends to faculty reviewers, and employ C-ID staff. Additionally, there are significant concerns with the Senate's role in the C-ID, which has not been formally agreed upon. The Senate recognizes these issues as high priorities and discussions with the Chancellor's Office will be in order very soon.

Morse acknowledged the success of the recent Area meetings and thanked all who participated for a job well done. He also informed members of his recent technical assistance visit to Antelope Valley College.

Adams provided the committee with an update on the audit. Due to delays with both the auditors and the Senate Office, the audit is not ready for discussion at this time. This item will return for discussion in the spring.

The Professional Development College modules are closer to launch. A glitch was discovered in one of the modules and there are plans to correct it and launch soon.

Adams attended the Basic Skills Advisory Committee meeting. Aschenbach was elected to be the committee's Co-Chair. This group will define the process for the \$60 million dollars on Basic Skills. Adams also attended the north CIAC meeting, the north CTE regional meeting, and a southern C-ID DIG.

Adams updated members on the current registration counts for the ASCCC's upcoming institutes. This year's Fall Plenary Session will host more attendees than ever before.

## **B. Foundation President's Report**

May informed members that the ASFCCC's Annual Fall Report 2015 is now available on the Foundation website. The Professional Development College Basics 101 modules is anticipated to be available later this month.

The Areas will compete in a raffle at the 2015 Fall Plenary Session to raise funds for the Foundation. The grand prize will include registration to any three ASCCC events through July 2016. The other four prizes are registrations to each of the following institutes in 2016: Curriculum Institute, Accreditation Institute, Academic Academy, and the Faculty Leadership Institute. The area that purchases the most raffle tickets per person attending will win the coveted Monkey Trophy. The Foundation will also host a reception on Thursday evening at Plenary for its donors.

## **C. Liaison Oral Reports**

- CCCI – Hansen updated members on CCCI's 2015 Fall Conference. CCCI also completed its second training session with legal advisors. The first session focused on negotiations and relationships with legal advisors, while the second session focused on investigations. Hansen closed his report with legislative updates on several cases that CCCI is closely following.
- FACCC – Vogel updated the committee on upcoming FACCC events. The Part-Time Faculty Symposium will take place on November 7, 2015 and will focus on advocacy and other part-time issues. The FACCC will also host the 2016 Policy Forum on accreditation in January and the 2016 Advocacy and Policy Conference in February.

FACCC is interested in working with counselors to develop an annual counselor conference. Members of the Executive Committee expressed concerns, as this interest may overlap with the work of the ASCCC. The Executive Committee requested that the ASCCC be included in these discussions if the interest persists.

Vogel completed her report with an update on legislation. The FACCC is focusing on mental health/health services, as well as its continued fight for part-time faculty service.

## **IV. ACTION ITEMS**

### **A. Legislative Update**

Bruno provided the committee with a brief update on legislation. AB 288 (Holden), AB 404 (Chiu), and AB798 (Bonilla) have all passed. On the other hand, SB 42 (Liu) and AB 968 (Williams) were vetoed by the Governor.

In accordance with the ASCCC Strategic Plan, the Legislative and Advocacy Committee (LAC) is developing a legislative agenda aligned with goals of the ASCCC and actively pursuing bills of interest. The LAC recently identified three areas of interest for inclusion in the ASCCC 2016 Legislative Agenda: Audit Fee Change, Stand Alone Course Approval, and Student Mental Health Services. The LAC is interested in partnering with the Chancellor's Office, FACCC, and other system partners to explore these areas further. Bruno noted this is a preliminary agenda that will likely grow as the 2016 legislation session advances.

**MSC (Freitas/Davison) to confirm the development of the Legislative Agenda with the three areas of interest and to approve further exploration of these areas with our system partners.**

**Action:**

Bruno will work with the Legislative and Advocacy Committee to explore its three areas of interest and continue to develop the 2016 Legislative Agenda.

**B. Accreditation Institute**

The ASCCC Accreditation and Assessment Committee developed a draft program for the annual Accreditation Institute in February. The Executive Committee reviewed the program and offered suggestions for breakout topics, including online education, student learning outcomes, and the Task Force on Accreditation Report.

The draft program is a first read with anticipated approval at the January Executive Committee meeting. No action was taken at this time.

**C. Instructional Design and Innovation Institute**

The Executive Committee reviewed the draft program for the Instructional Design and Innovation Institute (IDI) in January 2016. Members did not suggest any major changes to the current draft. Because the Executive Committee will not meet again until January, any modifications to the program will be resolved by Rutan and Adams in collaboration with other members.

The registration count for this event is low. The committee discussed ways to advertise the institute better and encourage more faculty to register.

**Action:**

Adams will send a message to the field advertising IDI.

**D. Effective Curriculum Processes Paper Outline**

At the 2015 Spring Plenary Session, the body approved Resolution 9.01 S15 calling for a paper on effective practices for local curriculum approval. Following the release of the report and recommendations from the Board of Governors Task Force on Workforce, Job Creation and a Strong Economy, the ASCCC Curriculum Committee recognized the urgent need to spur local senates and

curriculum committees to review their local processes. The Committee drafted a white paper on effective local curriculum approval processes, which was approved by the Executive Committee and distributed to the field this fall. The Curriculum Committee is preparing to write the full paper and developed a draft outline for review.

The Executive Committee reviewed the outline and offered suggestions to incorporate information on the relationship with SLOs, effective practices for legislative curriculum, role of program and academic planning.

**MSC (Goold/North) to approve the outline for the paper on effective curriculum practices.**

**Action:**

Freitas will work with the Curriculum Committee to draft the paper on effective curriculum processes for review at the February and March 2016 meetings.

**E. Workforce Taskforce Update and Direction**

The ASCCC CTE Leadership Committee held three regional meetings in October to review the recommendations from the Task Force on Workforce, Job Creation and a Strong Economy and discuss implementation strategies for those recommendations that fall within faculty purview. Bruno noted that the CIOs are also discussing implementation with special attention to regional coordination and funding.

Overall, the regional meetings yielded good attendance; however, the fourth meeting in the central region was cancelled due to a lack of registrants. Goold suggested that the committee consider different ways to reach out to campuses or smaller departments that find it difficult to participate in these meetings because they are too far away.

Bruno and Goold provided the Executive Committee with an informational report on the findings of the regional meetings. No action was required at this time.

**F. Equivalence to the Minimum Qualifications Paper**

In Fall 2014, the body passed Resolution 14.01 calling for a revision to the *Equivalence to the Minimum Qualifications* paper. The Executive Committee reviewed the outline submitted by the ASCCC Standards and Practices Committee and provided feedback.

**MSC (North/Rutan) to approve the outline for revision to the paper *Equivalence to the Minimum Qualifications*.**

**Action:**

Stankas will work with the Standards and Practices Committee to revise the *Equivalence to the Minimum Qualifications* paper.

## **V. DISCUSSION**

### **A. Chancellor's Office Liaison Report**

Escajeda provided the Executive Committee with an update from the Chancellor's Office:

- The Chancellor's Office has received positive feedback on the new curriculum process for policy hours and units, and there are plans to incorporate this into the PCAH. Work is also being done to develop an auto-approval system for non-substantial credit courses.
- The Chancellor's Office is working with CCC Tech Center to develop a new curricular inventory system that will be effective July 1, 2016 and replace Governet. It is important to note that incomplete records in the current Curriculum Inventory will not be transferred to the new system.
- A Title 5 workgroup is developing a handbook to provide strict parameters for the implementation of Bachelor's Degree programs at the 15 pilot colleges. A draft of the handbook will go to Consultation Council on November 19, and then to the Board of Governors in January 2016 as a first read. A \$750,000 Request for Applications (RFA) for the Bachelor's Degree Program will be selected on November 30, and will go to the Board of Governors for approval in January.
- Fifty-eight community colleges have met the SB 440 requirements to develop ADTs. Currently, there are 32 Transfer Model Curriculum (TMC) Templates and 1973 approved Associate Degrees for Transfer (ADT).
- The Chancellor's Office is in the process of surveying the field to identify courses that students are awarded for prior military experience.
- A \$60 million Request for Applications (RFA) for the Community College Basic Skills and Student Outcomes Transformation Program and a \$10 million RFA for the Basic Skills Partnership Pilot Program are under development and will be released in December 2015.

### **B. Board of Governors/Consultation Council**

The Board of Governors have not met since the last Executive Committee meeting, so there are no updates at this time.

The Consultation Council met on October 8, 2015 and discussed allocation of the Equal Employment Opportunity (EEO) Fund. The EEO Committee forwarded a set of possible allocation metrics to Consultation for advice and input. More information is available in the Consultation digest. Morse noted, as these metrics become more defined, the Executive Committee may consider developing a resolution. However, at this time, the metrics are still very general.

Legislation, the Accreditation Task Force Report, and the Workforce Task Force recommendations were also discussed at Consultation.

**C. Fall Plenary Session**

The Executive Committee discussed final plans for the Fall Plenary Session beginning on Thursday. Morse and Adams informed new members about processes and protocol regarding the participation in the plenary session.

**D. ASCCC Audit**

Adams pulled this item from the agenda because the audit is not yet complete. This item will return for discussion in the spring.

**E. GEAC General Education Area B4 Update**

As recommended by the CSU Chancellor’s General Education Advisory Committee, the California State University will allow the statistics pathways curriculum to satisfy the Quantitative Reasoning requirement through Fall 2019. The CSU Academic Senate has expressed a desire to open a conversation with several groups, including the ASCCC, about what the expected minimum competency in quantitative reasoning is for those earning Baccalaureate degrees.

This item served to inform the Executive Committee and provide it the opportunity to discuss these developments. A breakout will also be held at plenary to alert the field. This item will return for further discussion, and possible action, as new developments occur.

**F. Approval of the PCAH 6<sup>th</sup> Edition and the Consultation Process**

The 6<sup>th</sup> edition of the Program and Course Approval Handbook (PCAH) is currently being drafted by a writing team of faculty and CIOs, under the guidance of SACC, with the goal of obtaining approval from the Board of Governors by May 2016. The Board of Governors Standing Order 332(c) requires that “the Academic Senate be primarily relied upon whenever a policy involves an academic and professional matter.” This raises the question as to whether the Executive Committee will need to adopt a resolution recommending that the Board of Governors approve these revisions to the PCAH.

Morse clarified that the Academic Senate has deputized the faculty members of SACC to approve these changes. Regulatory changes, however, must go through the Senate’s resolution process.

**VI. REPORTS**

**A. Standing Committee Minutes**

- i. Faculty Development, Rutan
- ii. Noncredit, Aschenbach
- iii. Online Education, Davison
- iv. Relations with Local Senates, Rico
- v. TASSC, May

**B. Liaison Reports**

- i. COERC, Davison



- ii. FACCC, Crump
- iii. Online Teaching Conference Planning Group, Davison
- iv. SACC, Freitas
- v. SSSP and Student Equity Directors Training, Rico
- vi. TTAC, Freitas
- vii. Helmsley Charitable Trust Convening, Freitas

**VII. ADJOURNMENT**

The Executive Committee meeting was adjourned at 5:00 p.m.

Respectfully submitted by

Sandra Sanchez, Executive Assistant  
Julie Adams, Executive Director  
John Stankas, Secretary