EXECUTIVE COMMITTEE MEETING

**EXECUTIVE COMMITTEE MEETING**

Thursday and Friday, December 14-15, 2023

Zoom and In Person

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

President Aschenbach called the meeting to order at 11:05 AM and welcomed members and guests.

M. Vélez, R. Stewart Jr., J. Arzola, L. Parker, K. Chow, S. Curry, M. Zeledón-Pérez, C. Howerton, E. Reese, K. Stiemke, C. Guerrero, M. Sapienza, E. Wada., and K. Mica

Liaisons and Guests: Alyssa Nguyen, Senior Director of Research and Evaluation, The Research and Planning Group (RP Group); Dan Crump, Council of Chief Librarians; Pablo Martin, Chair, ASCCC API Caucus (Remote); Wendy Brill-Wynkoop, President, Faculty Association of California Community Colleges (FACCC); Anna Matthews, Advocacy Manager, Faculty Association of California Community Colleges (FACCC); Erin Larson, Dean, Educational Services and Support, California Community Colleges Chancellor’s Office; Raul Arambula, Dean, Educational Services and Support, California Community Colleges Chancellor’s Office; Tonya Williams, Dean, Educational Services and Support, California Community Colleges Chancellor’s Office

Office Team: Patricia Carrillo, Executive Assistant; Tonya Davis, Director of Administration (remote); Austin Webster, Advocate, W Strategies LLC

* 1. **Approval of the Agenda**

**Stewart Jr./Stiemke (MSC) to approve agenda.**

* 1. **Land Acknowledgement**

We begin today by acknowledging that we are holding our gathering on the land of the Nisenan (NEE SHINON) Nations who have lived and continue to live here. We recognize the Nisenan (NEE SHINON) Nations and their spiritual connection to the ocean and the land as the first stewards and the traditional caretakers of this area we now call Sacramento. As we begin, we thank them for their strength, perseverance, and resistance.

We also wish to acknowledge the other Indigenous Peoples who now call Sacramento their home, for their shared struggle to maintain their cultures, languages, worldview, and identities in our diverse City.

* 1. **Public Comment**

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

No formal public comment was entered.

* 1. **Executive Committee Agreements**

Members reviewed the Executive Committee Agreements.

* 1. **Calendar**

Members were updated on deadlines.

* 1. **Local Senate Visits**

Members reviewed the Local Senate Visits document and updated the document as necessary.

* 1. **Dinner Arrangements**

Dinner arrangements were made at Mayahuel Restaurant at 6:00pm.

* 1. **One Minute Executive Committee Member Updates**

Members provided one-minute updates.

* 1. **President/Executive Director Updates**

Aschenbach provided a [written report](https://www.asccc.org/sites/default/files/Agendas/ASCCC%20Presidents%20Report%20231214.pdf). Aschenbach shared that the first effort of the Working Learners Taskforce was to explore attendance accounting for courses regardless of the characteristics of the course. Aschenbach reported that the term length multiplier being proposed will be identical for all colleges and all courses. The Intersegmental Committee of Academic Senates (ICAS) continued its work and finalized recommendations on curricular review processes related to duplication for the CCC baccalaureate degree program. Aschenbach is currently gathering STEM faculty to participate in listening sessions to discuss the future of STEM as it relates to research done by MMAP on [AB 1705](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB1705).

Mica provided a [written report](https://www.asccc.org/sites/default/files/Agendas/ED%20Report%20Dec%202023.pdf). Mica announced the Exemplary Program Award winners. Mica shared that the Hayward awards were due and the ASCCC received 18 submissions. The office is currently redacting applications in preparation for review in early January. Mica reported that the ASCCC has been working with the CCC Chancellor’s Office to get the Transfer Alignment Project funded. Mica shared that the Senate office will be closed from December 20, 2023 through January 2, 2024.

**II. CONSENT CALENDAR**

**A. November Executive Committee Meeting Minutes**

**B. CTE Webinars**

**III. ACTION ITEMS**

* 1. **Legislative Update – 20 mins., Aschenbach, pg.22**

Aschenbach reported that the legislative cycle resumes after the winter break. Aschenbach shared that bills may come back as two year bills and may be moved to the house by January. The Governor's January budget will be released by January 10, 2024.

* 1. **Addendum to the CTE Minimum Qualifications Handbook – 15 mins., Curry/Howerton, pg.27**

The Executive Committee discussed and approved the addendum to the CTE Minimum Qualifications Handbook. Curry discussed promoting the Minimum Qualification Toolkit to ensure that its information is updated and current. Curry shared that the Career Technical Education committee is proposing an addendum to the handbook.

**Stewart Jr./Arzola (MSC) to support an addendum to the CTE Minimum Qualifications Toolkit.**

* 1. **Rostrum Guidelines and Processes – 10 mins., Sapienza, pg.29**

The Executive Committee discussed and took action on updating the Rostrum Guidelines and editing process. Sapienza shared that the current Rostrum guidelines and processes utilize standards for traditional academic writing, which can result in the removal of the tone and style of the original writer. Sapienza explained that this is inconsistent with the ASCCC intention to uplift underrepresented voices. The Executive Committee discussed considering ways to clarify intentions and impacts of the editing process through an update of the Rostrum guidelines with a focus on equity focused editing. Mica and Aschenbach will begin efforts to update Rostrum guidelines.

**Stiemke/Zeledon-Perez (MSC) to update the current Rostrum guidelines and consider ways to make the editing processes more equity-focused and transparent, furthering two of the four ASCCC Strategic Directions.**

* 1. **Resolutions Assignments – Fall 2023 – 20 mins., Aschenbach/Mica/Reese, pg.31**

The Executive Committee reviewed the proposed resolutions assignments from the Fall 2023 Plenary Session. Reese explained that the assignments currently deviate from the historic way of assigning resolutions, as the assignments being reviewed are currently for each resolved statement within the resolution. Mica discussed the process for the assignments as well as the timeline.

**Reese/Sapienza (MSC) to adopt the fall 2023 resolutions assignments.**

* 1. **Online Education Committee Spring 2024 Webinar Schedule – 20 mins., Guerrero, pg.35**

The Executive Committee discussed and approved the proposed topics for four webinars. The proposed webinars will be held between February 2024 and May 2024. The board discussed the need to bring forth specific dates and descriptions in the spring for approval.

**Wada/Howerton (MSC) to approve the four topics for the Online Education Committee Spring 2024 Webinar Schedule.**

1. **DISCUSSION**
   1. **Chancellor’s Office Update – 30 mins., Aschenbach, pg.47**

Dean Larson, Chancellor’s Office, shared a verbal report. Larson shared that the Baccalaureate Degree Program had 12 submissions advance from the last cycle (Cycle 3) to intersegmental review. The deadline to return feedback to the Chancellor’s Office is on January 8, 2024. If there are duplication concerns then the programs will be held for the next round of reviews. If there are no duplication concerns the programs will move on to the next stage of BoG approval. The submissions will also require approval from the Accrediting Commission for Community and Junior Colleges (ACCJC). There are five programs from the previous cycle (Cycle 2) that are still being reviewed for duplication concerns.

Larson shared an update on Competency Based Education. The Chancellor’s Office has been working with the Chancellor's Office Curriculum Inventory System (COCI) to provide the necessary fields within the curriculum inventory to identify and input courses that are part of the competency based education program. The Competency Based Education Collaborative will provide feedback on the mockups.

Dean Arambula, Chancellor's Office, provided a verbal report. Arambula reported that there is a Title 5 guidance memorandum being developed to provide guidance for implementation of Associates Degree regulations that were passed by the Board of Governors in July and chaptered by the Secretary of State in October. There will be a Supervised Tutoring memorandum disseminated next week clarifying work experience and repeatability. Arambula shared that there is a new Vice Chancellor for Workforce Economic Development (WEDD), Anthony Cordova, who starts in his role on December 19, 2023.

Tonya Williams, Chancellor’s Office, provided a verbal report. Williams reported that the Chancellor’s Office has put a great emphasis and focus on the work they are doing on Vision 2030 as it relates to existing programs. They are soliciting feedback from the field to identify and address barriers for equitable design of dual enrollment expansion. The focus has been on how to serve students where they are and how to take college to the students. In coordination with campus partners, the Chancellor’s Office sponsored over a dozen 9th grade to baccalaureate dual enrollment workshops. Williams shared that there are two forthcoming equitable dual enrollment expansion 9th grade strategy workshops that include justice impacted students.

Williams reported that a dual enrollment empowerment memorandum was recently disseminated through the ASCCC and under the leadership of Vice Chancellor John Stanskas. Williams shared that the Chancellor’s Office is looking forward to working closely with the ASCCC to align and strengthen efforts in Vision 2030.

* 1. **Oral Reports**
     1. **Foundation President’s Report – 10 mins.,** Chow

Chow thanked the ASCCC Office for their assistance with the fundraising during the fall plenary session. Chow shared that the Foundation was happy with the $15 for 15 campaign developed to promote fundraising for the year. The directors of the foundation approved $6,000 in funding for scholarships at the last meeting. The next Foundation meeting will be held in January.

* + 1. **Liaison/Caucus Reports – 5 mins each, Aschenbach, pg.59**

Kuni Hay, CCCCIO President, provided a verbal report. Hay shared that the board is currently working with the Chancellor’s Office and stakeholder group representatives, including ASCCC, on the Working Learners Project. The board is trying to remove barriers from the student accounting process. Hay welcomed the Executive Committee to participate in the Spring 2024 conference in Sacramento on April 8-12, 2024.

Anna Matthews, FACCC, provided a [written report](https://www.asccc.org/sites/default/files/FACCC%20Liaison%20report%20to%20ASCCC%20%2812_14%29.pdf). Matthews shared that there is a new Interim Executive Director, Emily Haroldson, who has stepped in until FACCC finds a permanent replacement. Matthews reported that they hope to have a permanent Executive Director by July 1, 2024. Matthews announced that they received fifteen new FACCC members at Plenary. Brill-Wynkoop and Matthews went to the Student Senate for California Community Colleges (SCCCC) Advocacy conference. Matthews reported that FACCC will be hosting a virtual policy forum on January 19, 2024 and an Advocacy & Policy conference on February 25-26, 2024 at the Sheraton Grand in Sacramento. Matthews shared FACCC’s Legislative priorities for this year.

Dan Crump, CCL, provided a verbal report. Crump shared that the CCL is setting up a one-year task force to review the questions, structure, and use of the Annual Library Data Survey (ALDS) to ensure that they are collecting relevant data to demonstrate the preparedness of libraries to serve their students.

Alyssa Nguyen, RP Group, shared a [written report](https://www.asccc.org/sites/default/files/ASCCC_RP_Group_Report_Out_12.14-15.23.pdf). Nguyen reported that the RP Group released a LGBTQ+ survey and followed up with interviews with the field. The RP Group submitted a proposal to the LGBTQ+ summit to highlight findings. Nguyen reported that the survey for allied health faculty administered this spring will be closing this Friday. The RP Group is continuing with the IRPE equity research collaborative monthly meetings.

Pablo Martin, API Caucus, provided a verbal report. Martin shared that the last caucus meeting focused on putting a proposal together for the APAHE Conference.

* 1. **Common ERP Project Update – 45 mins., Aschenbach/Mica, pg.41**

Members of the Chancellor’s Office provided a [Powerpoint](https://www.asccc.org/sites/default/files/Agendas/AcademicSenate_12.15.23_Common%20ERP_SH%20Input%20%281%29.pdf) update on the Common ERP project. Members of the Executive Committee were given a short survey and had an opportunity to ask questions and provide input.

* 1. **Executive Committee Meeting Dates – 20 mins., Mica/Aschenbach, pg.43**

The Executive Committee discussed the proposed meeting dates for the 2024-2025 calendar year. Mica reviewed the dates for next year’s events, noting that some dates have existing overlap with other organization’s events. The board discussed whether executive committee meetings should continue to have a Thursday/Friday meeting pattern, or to continue with holding meetings on Friday/Saturday. The 2024-25 meeting dates will be brought back for the January agenda for action.

* 1. **Part-Time Faculty Equity Paper – 15 minutes., Zeledón-Pérez/Parker, pg.47**

The Executive Committee discussed the Part-Time Faculty Equity paper. The committee shared ideas on how to improve the paper.

* 1. **Plenary Session Debrief – 30 minutes., Aschenbach/Mica, pg.49**

The Executive Committee discussed the feedback received after the Fall Plenary Session. Members reviewed and discussed the survey results and the format of the new survey. Additionally, the board discussed the new Area meeting format prior to the plenary session, and agreed to try the one-day Area meeting again for spring. The format of the session was also discussed in light of the responses regarding the back to back general sessions. The ideas generated from the debrief will be incorporated into the planning for the spring plenary session.

* 1. **Mid-year Status Update for Strategic Goals Year 1 Work Plan – 20 mins., Aschenbach/Mica, pg.51**

The Executive Committee discussed the update for year one of the strategic goals work plan. The board requested additional information on how the strategic goals relate to the current workplan and the work of committee members with their standing committees. Aschenbach and Mica will review the existing work plan to identify ways to clarify how it links to and supports the work of the board on the strategic goals.

* 1. **Board of Governors/Consultation Council – 15 mins., Aschenbach/Vélez, pg.55**

Aschenbach shared that the Board of Governors has not met since plenary and Consultation Council will not be meeting until next week.

* 1. **Meeting Debrief – 10 mins., Aschenbach, pg.83**

1. **WRITTEN REPORTS** *(If time permits, additional Executive Committee announcements and reports may be provided)*
   1. **Academic Senate and Grant Reports**
   2. **Standing Committee and Chancellor’s Office Reports**
      1. December Articulation & Transfer Caucus Meeting Minutes
      2. November EdPol Meeting Summary
      3. 23-24 Assessment Advisory Committee Members
      4. Assessment Committee Charter
      5. CCCCO Assessment Advisory Committee Report
      6. May ICW Minutes
      7. September ICW Minutes
      8. LGBTQ+ Advisory Committee Meeting Minutes
      9. August EDAC Minutes
      10. September 2023 CVC Excutive Director Update
      11. September TASSC Minutes
      12. October TASSC Minutes
      13. October S&P Minutes
      14. September CTELC Meeting Minutes
      15. October RwLS Meeting Minutes
      16. September GEAC Meeting Minutes
   3. **Local Academic Senate Visits**
2. **ADJOURNMENT(12:00)**

Respectfully Submitted by:

Patricia Carrillo, ASCCC Executive Assistant

Krystinne Mica, Executive Director

LaTonya Parker, ASCCC Secretary