EXECUTIVE COMMITTEE MEETING

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Wednesday, November 15, 2023

Zoom and In Person

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

President Aschenbach called the meeting to order at 11:06 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 and E. Wada. K. Mica

Liaisons and Guests: Darla Cooper, Executive Director, The Research and Planning Group (RP Group); Dan Crump, Council of Chief Librarians; Edgar Perez, Chair, ASCCC Latinx Caucus (Remote); Wendy Brill-Wynkoop, President, Faculty Association of California Community Colleges (FACCC)

Office Team: Patricia Carrillo, Executive Assistant, Austin Webster, Interim Executive Director

* 1. **Approval of the Agenda**

**Reese/Howerton (MSC) to approve agenda.**

* 1. **Land Acknowledgement**

We begin today by acknowledging that we are holding our gathering on the land of the Acjachemen (Juaneño) Nations who have lived and continue to live here. We recognize the Acjachemen (Juaneño) 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 Costa Mesa. As we begin, we thank them for their strength, perseverance, and resistance.

We also wish to acknowledge the other Indigenous Peoples who now call Costa Mesa 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**

No dinner arrangements were made.

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

Members provided one-minute updates.

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

Aschenbach provided a verbal report. Aschenbach shared that there were conversations at the Council of Faculty Organizations meeting regarding collaborative webinars for Artificial Intelligence and diversity, equity, and inclusion in faculty evaluations and tenure review processes. Aschenbach reported that there was collaboration around a town hall webinar early in the spring semester.

Webster provided a verbal report. Webster shared that the office has been working diligently preparing for plenary. Webster reported that the Exemplary Program awards closed and readers are reviewing them. The Hayward awards are open until December 10, 2023. Webster thanked everyone for their Rostrum submissions. Webster reported that funding for the Transfer Alignment Project and Part-Time Faculty development were approved earlier this month with a total funding of $1.3 million towards both programs. . Webster informed members that he and Aschenbach engaged in conversation with the Los Angeles Faculty Guild and Los Angeles Community College District to discuss the potential to embed climate change into curriculum.

Mica provided a verbal report. Mica shared that she and Davis will be conducting the office team reviews in December. The office will also be updating the employee handbook. Once updated, the handbook will come to the Board for information. The Faculty Empowerment Leadership Academy’s Steering Committee is scheduled to pair Mentors and Mentees and a new cohort will be introduced in December. Mica reported that she and Davis will be working on the 2024-2025 calendar to plan events and meetings.

**II. CONSENT CALENDAR**

**A. October Executive Committee Meeting Minutes**

**B. Legislative & Advocacy Day**

**C. EDAC Webinar**

**D. Advancing Academic Progress Webinar**

**III. ACTION ITEMS**

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

Aschenbach explained Legislative and Advocacy Day to members and encouraged participation. Aschenbach shared that the event will be an all day activity on Feb 28, 2024, with the training in the afternoon on Feb 27, 2024. Webster reported that Proposition 98 spending had a 3 percent increase in cost of living adjustment. The new funding deadlines are January 19 and February 2, 2024.

* 1. **ASCCC Liaison Supports – 20 mins., Howerton/Zeledón-Pérez, pg.35**

The Executive Committee discussed the role of Liaisons and how to support them. Howerton shared that feedback from the Faculty Leadership Institute revealed that Liaisons did not feel well supported. The Relations with Local Senate's committee has made the decision to codify expectations to help support the ASCCC Liaisons. Howerton shared the four asks of this project with Executive Committee Members for consideration.

**Stewart Jr./Arzola (MSC) to support the development of the four asks of the Relations with Local Senate's Committee.**

* 1. **Proposal for Development of an AI Faculty Toolkit – 20 mins., Howerton/Reese, pg.37**

The Executive Committee considered the development of an Artificial Intelligence (AI) faculty toolkit. Howerton discussed prioritizing the development of resources, to build the framework for local colleges. Howerton reminded the committee that the original resolution asked for resources to be presented by the Spring Plenary. Reese shared that the Educational Policy Committee recognizes there are many conversations surrounding AI and there are many resources from different areas. Reese discussed brainstorming to provide resources that might look like crowdsourcing information from the field. The Executive Committee discussed coming up with a clear understanding of what the definition of AI is.

**Vélez/Sapienza (MSC) to approve the high-level outline of the organization of an AI Toolkit for faculty with agreement to refine.**

* 1. **Setting Enrollment Maximum Paper Update Proposal – 20 mins., Howerton/Reese, pg.39**

The Executive Committee considered and advised on the proposal to update the 2012 paper on *Setting Course Enrollment Maximums: Process, Roles, and Principles*. Howerton reminded members of Adopted Resolution SP 22 17.03 and shared that the 2023 ASCCC paper: *Enrollment Management Revisited Again: Post Pandemic Paper* was recently approved and published. The Educational Policies Committee would like to seek direction from the Executive Committee on the update to the 2012 paper. Howerton reviewed the draft paper proposal with members of the Executive Committee. Members shared that they would like to see Inclusion, Diversity, Equity, Anti Racism, Accessibility infused throughout all elements as appropriate around setting enrollment maximums.

**Arzola/Sapienza (MSC) to empower the committee to determine other resources conducive to address the resolved statement in resolution SP22 17.03.**

* 1. **FLDC Webinars – 10 mins., Parker/Sapienza, pg.43**

The Executive Committee discussed and approved the proposal of Digital Equity and Literacy Webinars. The two proposed dates are November 30, 2023 and May 2, 2024 for a hyflex webinar. The webinars will serve as a professional learning opportunity for California community college faculty and colleges that are seeking guidance for Digital Literacy Student Access: Digital Equity and Literacy practical applications.

**Arzola/Stiemke (MSC) to approve both dates for FLDC Webinars.**

* 1. **Noncredit Institute – 20 mins., Stiemke/Curry, pg.45**

The Executive Committee discussed a Noncredit Institute in the spring. Stiemke reported that the institute would share information regarding best practices around noncredit. Stiemke shared that during the Vision 2030 Call to Action Summit the response regarding noncredit was significant. Stiemke informed members that the Noncredit Committee would like to hold this event at a district and North Orange Continuing Education volunteered to host. Members of the Executive Committee discussed potential dates in the spring. Members also discussed the different ways in which the event could be held (regional, institute, etc). Stiemke was encouraged to work with the Senate Office to determine logistics for the event.

**Sapienza/Arzola (MSC) to approve ASCCC committing to hold a Noncredit Institute in Spring 2024 pending logistics.**

1. **DISCUSSION**
   1. **Chancellor’s Office Update – 30 mins., Aschenbach, pg.47**
   2. **Oral Reports**
      1. **Foundation President’s Report – 10 mins.,** Chow

Chow thanked the Board of Directors as well as the office team for helping with the faculty game night happening tomorrow at 5:30 pm. Chow reminded members of the $15 for 15 fundraiser.

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

Edgar Perez,Co-Chair, LatinX Caucus, provided a verbal report. Perez shared that he attended the CCCOLEGAS Conference recently where the ASCCC body was recognized for its work on its organization’s diversification. Perez reported that the CCCOLEGAS Conference will be in Sacramento next year and the caucus is hoping to look to the ASCCC to assist in sponsoring.

Darla Cooper, Executive Director, RP Group provided a [written report](https://www.asccc.org/sites/default/files/ASCCC_RP_Group_Report_Out_11.15.23.pdf). Cooper shared that the nominations are now open for the 2024 RP Group Awards and the 2024 Lifetime and Partner Achievement Awards. Cooper thanked the board for its feedback regarding the RP Group Strategic Plan. The RP Group will bring an updated draft to the board next month to solidify the work of the plan and seek information on how to implement it. Cooper reported that the LGBTQ+ Data Practices Survey and the College Attendance Surveys have now closed. There was an African American Tipping Point Study webinar hosted on October 31, 2023. The RP Conference 2024 will be held on April 10-12, 2024 at the Westin Long Beach. The call for proposals for the RP Conference is now open and will close on December 4, 2023.

Wendy Brill-Wynkoop, President, FACCC, provided a [written report](https://www.asccc.org/sites/default/files/231115%20FACCC%20Liaison%20Report%20to%20ASCCC.pdf).

Brill-Wynkoop reported that the AI Webinars co-coordinated with ASCCC and the Chancellor’s Office have all been well attended. Brill-Wynkoop shared that the FACCC Executive Director, Evan Hawkins will be stepping down at the end of the year. FACCC is currently interviewing candidates to fill this position. The legislative priorities were approved at FACCC’s last board meeting. These priorities include human instructor language in the wake of AI in education, a study bill on unhoused community college students over the age of 25 and the 50 percent law. Brill-Wynkoop congratulated Mendocino College for its new partnership with FACCC. The FACCC institutional partnerships include College of the Canyons, Chabot-Las Positas and City College of San Francisco.

Dan Crump, Liaison, Council Chief Librarians (CCL) provided a [written report](https://www.asccc.org/content/executive-committee-meeting-18). Crump reported that the CCL hosted a *Critical AI Literacy Workshop* on October 26 and 27, 2023. The workshops offered resources and ideas for ways to navigate AI in your library and to examine AI with a critical information literacy lens. The CCL Board meeting was held on October 20, 2023. Crump listed off agenda items that the CCL and librarians have special interest in.

* 1. **Resolution 10.02R Sp’23 – 10 mins., Wada, pg.51**

The Executive Committee discussed ways to address Resolution 10.02R. Wada shared that the Standards and Practices Committee is advocating for local senates to work with faculty and Human Resources offices to source a list of faculty with degree titles to hire. Wada stated that this resolution is not in conflict with the legal opinion of the Chancellor’s Office and informed the board that he would follow up by connecting with the author. Wada shared that the committee had ideas to address the resolution such as referencing a paper published in the Fall of 2020 or to consider an addendum to this paper.

* 1. **ASCCC Audit Results – 15 mins., Webster/Mica, pg.53**

The Executive Committee discussed the annual audit. Webster shared that an independent audit agency came in and conducted the annual audit during the first week of September. Webster reviewed the letter with members. Webster shared that the Senate's accounting practices were in good standing. These results will be posted on the ASCCC Website and announced at the opening general session of Fall Plenary Session.

* 1. **Final Plenary Session Planning – 30 mins., Aschenbach/Mica, pg.73**

The Executive Committee discussed the final Plenary session planning. Aschenbach and Mica shared expectations and encouraged members to enjoy the Plenary.

* 1. **Recommendations for the 2024 Accreditation Institute – 15 mins., Velez/Arzola, pg.75**

The Executive Committee discussed the recommendations for the 2024 Accreditation Institute. Vélez shared that members of the Accreditation Committee felt that the institute was an excellent event with strong sessions.

Vélez reported that there were concerns around holding the event in September due to the lack of time to develop a presentation. The committee decided that a one day virtual event was a good structure for the Accreditation Institute given the decline in registration and participation.

* 1. **Cultural Humility Toolkit and Study – 25 mins., Aschenbach, pg.77**

The Executive Committee discussed the Cultural Humility Toolkit 2.0 and Study Guide. Ashenbach shared that she and Webster met with Veronica Kieffer-Lewis to discuss the draft of the toolkit. The rough draft that was disseminated was an assessment of both individual and organizational tools to include all four principles of cultural humility. Aschenbach reported that the study guide developed was intended to be a support guide with built in activities to continue the training as a resource for colleges. The Executive Committee offered feedback on the toolkit and suggested a train the trainer phase II model be developed.

* 1. **ASCCC Event Modality Survey – 15 mins., Webster/Mica, pg.79**

The Executive Committee discussed the Event Modality survey. Mica reported that there was an extensive survey disseminated to the field in August. This shortened survey asked how the field preferred to attend the ASCCC events. The feedback received revealed that while respondents still preferred to have flexibility in their attendance to events, those attending the events that are specific to them, were slightly more inclined to attend it in-person (e.g. Curriculum chairs indicated a slight preference to attending the Curriculum Institute in person, over other events). The survey consisted of three main questions and garnered three hundred and fifty survey responses. Mica reviewed the data with the board and answered questions. It was suggested that if the ASCCC would like to continue with the hybrid events into the future, then a cost structure to support the cost of hybrid events would need to be determined.

* 1. **Board of Governors/Consultation Council – 15 mins., Aschenbach, pg.81**

Aschenbach reported that the upcoming Consultation Council meeting will be held tomorrow in Palm Springs. The Board of Governors meeting was held on November 13. The CCC Chancellor’s Office is conducting many demonstration projects to support Vision 2030. During the last Board of Governors meeting, a study session regarding AI was held and Executive Vice Chancellor Lizette Navarette highlighted the working learners project. The first phase of this project is to review how to structure the Full-Time Equivalent Student (FTES) attendance accounting in ways that compute the same regardless of modality, scheduling length, or flexible structures for learners. Aschenbach shared that the Chancellor’s Office has a Legislative Summary document that is linked to the Legislative update agenda item. The Board also approved moving forward with full funding on the FON Calculation.

* 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. March CVC OEIAC Minutes
      2. May CVC OEIAC Minutes
      3. September RwLS Meeting Minutes
      4. 23-24 Assesment Advisory Committee Members
      5. Assessment Committee Charter
      6. CCCCO Assessment Advisory Committee Report
      7. May ICW Minutes
      8. September ICW Minutes
      9. LGBTQ+ Advisory Committee Meeting Minutes
      10. August EDAC Minutes
      11. September 2023 CVC Excutive Director Update
      12. September TASSC Minutes
      13. October TASSC Minutes
      14. October S&P Minutes
      15. September CTELC Meeting Minutes
      16. October RwLS Meeting Minutes
      17. September GEAC Meeting Minutes
   3. **Local Academic Senate Visits**
2. **ADJOURNMENT(5:03)**

Respectfully Submitted by:

Patricia Carrillo, ASCCC Executive Assistant

Austin Webster, Interim Executive Director

LaTonya Parker, ASCCC Secretary