



**Friday, May 20, 2016 to Saturday, May 21, 2016**

**I. ORDER OF BUSINESS**

**A. Roll Call**

President Morse called the meeting to order at 12:34 p.m., and welcomed members.

J. Adams, C. Aschenbach, R. Beach, J. Bruno, D. Davison, A. Foster, J. Freitas, G. Goold, G. May, W. North, C. Rutan, C. Smith, and J. Stankas.

Guests Present ó Incoming Executive Committee Members: Sam Foster, Fullerton College; Conan McKay, Mendocino College; Lorraine Slattery-Farrell, Mt. San Jacinto College

**B. Approval of the Agenda**

Resolutions assignment added to IV. L.  
The agenda was approved by consensus.

**C. Calendar**

Members were updated on item deadlines:

- Final descriptions for Curriculum Institute by Tuesday, May 24, 2016.
- Rostrum articles due mid-August for the September 2016 edition.

**D. Action Tracking**

This item will be discussed under Action Item IV. K.

**II. CONSENT CALENDAR**

**A. April 20, 2016 Meeting Minutes, Stankas**

**B. Executive Committee Dates and Locations, Adams**

**C. Relationship with @ONE, Adams**

**D. Curriculum Institute 2016 Final Draft Program, Freitas**

**E. Academic Senate Foundation Bylaws Revision, May**

**F. Academic Senate Foundation Strategic Master Plan, May**

**G. Revision of the ASCCC Caucus Guidelines, Stankas**

**H. Academic Senate Foundation Directors, May**

**I. A<sup>2</sup>MEND, Adams**

**J. Small and Rural Caucus, Adams**

**K. Faculty Leadership Institute, Bruno**

**MSC (Rutan/Freitas) to approve the consent calendar as presented.**

**Action items:**

- A. April meeting minutes will be posted on the ASCCC website.
- B. Executive Committee meeting dates will be posted on the ASCCC website under the Executive Committee meetings and the calendar.
- C. Adams will work with @ONE to determine how best to partner with @ONE.
- D. Final curriculum program will be published and posted on the website.
- E. ASFCCC Bylaws Revisions posted on the Foundation website.
- F. ASFCCC Strategic Plan posted on the Foundation website.
- G. ASCCC Caucus Guidelines posted on website.
- H. EDAC will recommend how best to partner with A<sup>2</sup>MEND.
- I. Website will be updated on the caucus confirmation.
- J. Final program will be published and posted on the ASCCC website.

**MSC (Rutan/Freitas) to reconsider Consent Item II. E., particularly the recommendation that mandatory dues for Foundation Directors.**

**MSC (Davison/Gould) approve Item II. E. after striking section 3.02. See discussion below under Item IV. C.**

**III. REPORTS**

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

**President's Report – David Morse**

Morse updated members on the feedback he received from faculty members who attended this year's Spring Plenary Session. The vast majority provided positive feedback regarding the event and noted it was a valuable meeting and plan to participate again in future plenary sessions. Some attendees noted it was heavily focused on Career Technical Education (CTE).

Morse informed members that the CEOs have formed two workgroups around the Accreditation Task Force in order to move items forward. The two groups consist primarily of CEOs and college presidents. Morse suggested the Academic Senate continue to have discussions about how to stay involved in the conversations on accreditation over the next four years. The goal is to have a plan in place with a 2-3 year goal rather than the original plan of 8-10 years. The Accreditation Task Force is working with Western Association of Schools and Colleges (WASC) to develop a process. A report will be sent to the Accrediting Commission for Community and Junior Colleges (ACCJC) in June.

Morse discussed the upcoming elections for the ACCJC. R. Beach of the ASCCC put his name on the ballot to be part of the nominating committee. Additional candidates were included on the ballot and the election will take place in one week, via email.

Morse reported that the search for the new CCC Chancellor continues as interviews took place again last week with the Board of Governor's. Morse noted that Erik Skinner will remain in the interim position until further notice.

Morse concluded that there were no major changes with the 50% Law since the last meeting, and restated that the "Sacred Cow" proposal was forwarded in March 2016 to the Consultation Council, which was well received. Chancellor Harris recommended formation of a workgroup on California Community Colleges Regulations. The budget will have a positive impact and going forward there will be regularly scheduled meetings surrounding the 50% Law.

### **Executive Director's Report – Julie Adams**

Adams briefed members on the status of the CTE Data Unlocked Faculty Fellows positions. She noted that recruitment will be necessary to receive more applicants for the positions.

Adams announced the transition with Julie Bruno, incoming President, and John Stankas, incoming Vice President is going well.

Adams is continuing to have bi-monthly check-ins with Lynn Shaw. At their last meeting they discussed the Executive Committee priorities and the status of Strong Workforce Taskforce.

Adams reported on the CTE Leadership meeting and noted the event was successful with over 53 CTE liaisons present out of a total of approximately 180 attendees. She found the recruitment efforts and cost-saving offers for the event boosted the number of liaison attendees.

Adams briefed members on the Institutional Effectiveness Partnership Initiative (IEPI) committee member change. A couple of member positions to be filled. Craig Rutan of the ASCCC will remain the co-chair on the committee.

Operationally: The Academic Senate office is working on closing the 15-16 fiscal year by June 30, 2016.

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

May announced the AS Foundation will be holding their board elections in the near future. Collectively, the board is working towards highlighting the Foundation's importance and appointing more members to the committee.

May reported the Spring Fling was a success during the Spring Plenary. A meeting date will be set in the near future to begin planning for next year's event. She also noted that due to the venue's size the Silent Auction was not easily accessed by the attendees.

May concluded that the AS Foundation may need to obtain a business license if the board decides to continue having silent auctions. It was reported that the Academic Senate may potentially have to charge tax on the items auctioned off. More research is being done to confirm what action needs to be taken.

#### IV. ACTION ITEMS

##### A. Legislative Update

Members were updated on the recent state and federal legislation and reviewed a number of bills. Bruno shared that on the recent resolutions that have passed, letters have been drafted and submitted to the legislature. A majority of these letters went to appropriations as well as the bills authors. All letters were included in the packet that was handed out on Legislative Day.

Members briefly reviewed the outcome of Legislative Day. The majority found the event to be successful and will plan again for next year. Most members found the legislators and staff they spoke with to be very supportive of the ASCCC's concerns.

Members discussed the status of AB 1985 (Williams) Advanced Placement credit. The ASCCC's opposition of the bill still stands. Members are encouraging the UC and CSU system to look at the language of the policy and work with the ASCCC to create new language to share with Assembly member Williams. It was suggested at a recent Consultation Council meeting that the Chancellor's Office needs to voice their opposition on the bill as well.

Members briefly discussed AB 1914 (Bonilla) Public postsecondary education: academic materials, textbooks, and access codes. The bill was amended in March 2016 setting timelines with the college bookstores and costs associated with textbooks. It was noted that there were concerns shared by part-time faculty and has since been clarified that exceptions can be written into the policy surrounding part-time faculty.

Members were updated on AB 2412 (Chang) Community Colleges: Incentive Grant Program for Completion of Industry-Recognized Credentials. Currently legislature is unable to meet the ASCCC objections to the bill.

Members discussed the Strong Workforce program:

- Positive changes:
  - Funding 60% to the districts and 40% to the regions.
  - Budget trailer, no more than 60% should be seen as ongoing funding, the remaining is one time funding. The Senate has removed the one-time funding from the bill, for this specific instance.
- The legislature trailer bill language suggests the Academic Senate form a subcommittee, with no less than 70% CTE faculty on the committee. Concerns around this suggestion were discussed. Concern was raised that the current language gives the subcommittee the ASCCC purview and not the ASCCC. Interim Vice Chancellor of Finance and Facilities is assisting the ASCCC to correct this oversight.

- Curriculum process ó six months to a year. The Academic Senate needs to work with the Chancellor's Office (CO) on the compliance and technology portion. The CO's support is needed in order to fit within the timeline suggested.

Bruno reported \$300,000 of the funding planned for the Academic Senate is in the budget augmentation. The Department of Finance and Governor's office included the funds in the budget, and it is plausible that the Academic Senate will receive the resources. A letter will be written to the legislature with the support of the Academic Senate, California Community Colleges Chief Instructional Officers (CCCCIO), Association of California Community College Administrators (ACCCA), Faculty Association of California Community Colleges (FACCC), and the Community College League of California (CCLC). In order to have funds stay in the budget legislative support from all partners is needed.

Lastly, Bruno concluded that approval of stand alone courses locally was approved by the Board of Governors and is moving forward.

#### **B. Academic Senate Foundation Research**

Members discussed the AS Foundation's partnership with the Faculty Association of California Community Colleges (FACCC) on the research project, *Impact of Fulltime Faculty on Student Success*. This research project is the first under the AS Foundation's direction and is looking for guidance from the Executive Committee. Members discussed how research papers, literature reviews, and other documents developed by or with support of the AS Foundation are recognized by the ASCCC, in particular, how the research is used and published.

Members suggested a disclaimer should be posted on the AS Foundation website noting the ASCCC has not come to a final conclusion or opinion regarding research done for the literature review. Included on the website should be a brief description of the literature review. Additionally it was suggested to have FACCC remove the AS Foundation from the literature review in order for FACCC to continue to move forward with the paper.

Members discussed the need for a process for how the ASFCCC partners on initiatives and research with other organizations. It was proposed that a Standards and Practices to develop policies on partnerships and the ASFCCC's involvement with these projects.

**MSC (Smith/Aschenbach) to cite research, make no conclusions, add a disclaimer-use one similar to the one on the resolutions packet- inform the field, and ask FACCC to remove the Foundations name and logo from the report. ASFCCC to include a description of the literature review on its website with a disclaimer. Bring this item to the August meeting for further discussion.**

**Action:**

- ASFCCC to include a description of the literature review on its website with a disclaimer.
- Put on the August agenda for further discussion.
- Standards and Practices to develop a process for how the ASCCC/ASFCCC partners with other organizations on research.

**C. Academic Senate Policy**

Members reviewed the policy language for Executive Committee members' ongoing contributions to the AS Foundation. The ASFCCC Board of Directors have explored options for increasing the number of donors through the Ongoing Giving program.

The Executive Committee discussed the bylaws change requiring Executive Committee members to give 10 + 1 to the Foundation. While members contribute to the silent auction and the Spring Fling, this support is not the same as making an ongoing donation. Adams contended that the contribution demonstrates to potential donors that the whole Executive Committee supports the mission of the Foundation. Concern was raised that this mandatory contribution would be a barrier to those who are willing to run for election because some faculty may not be able to afford the dues so they would not run for a position. One suggestion was to change "shall" to "may" donate, which Adams noted they already can decide if they want to donate or not.

By consensus, this item will return to a future meeting if the Foundation Directors determine that they have found a viable solution.

**MSC (Rutan/Freitas) to reconsider Consent Calendar Item, II. E., Academic Senate Foundation Bylaws Revision**

**MSC (Davison/Goold) to approve bylaw changes with the exception of Article 3.02 and bring topic back in the fall if necessary.**

**Action**

- AS Foundation to discuss the Executive Committee members donation responsibilities and work with Standard and Practices regarding possible policy and changes to the ASCCC Bylaws. Item to be brought back to the August meeting.

**D. Part Time Faculty Task Force – Recommendations of Priorities**

Members discussed the approval of establishing a Part-Time Faculty Standing Committee for the purpose of providing professional development opportunities to part-time faculty. The committee would also advise the president on academic and professional matters as they affect part-time faculty.

The focus of the committee is on professional development for part-time faculty,

including advice on policies and research needed to better inform decision-making.

**MSC (May/Davison) to approve formation of the Part-Time Task Force Standing Committee.**

**Action**

- Once the committee is formed and has reviewed the strategic plan, the plan will be brought to the board in September with a charge.

**E. Outline for Revision of the 2009 Noncredit Instruction Paper**

Members surveyed the outline for the revision of the ASCCC paper, *Noncredit Instruction Opportunity and Challenge*. The Noncredit Committee is recommending the paper shift from a historical emphasis and perspective (2009 paper) to an implementation guide to include updates on issues, advocacy for use of noncredit as a curricular tool to serve students, and identify on-going challenges.

Members recommended modifications to the outline for the paper. A resolution for adoption of the paper is expected to be presented at the 2017 Spring Plenary.

**MSC (Freitas/May) to approve the outline as discussed.**

**Action:**

- Paper will return to a future meeting for first reading.

**F. Strategic Plan Update and Priorities for 2016 – 17**

In spring 2015, the three-year strategic plan was adopted by the body. Members reviewed the status of the 2015 ó 16 ASCCC Strategic Plan and considered the adoption of the priorities for 2016-17 fiscal year.

**MSC (Grant/Smith) to approve Strategic Plan priorities.**

**G. ASCCC 2016 – 17 Budget**

Members reviewed the ASCCC budget development process and the 2015 ó 16 budget performance including current assets, accounts receivable, and liabilities. Members considered approval of the ASCCC budget for the 2016 ó 17 fiscal year.

The Academic Senate is working with the Chancellor's office to have funds due to the ASCCC come directly to Senate rather than going through the district. There is a direct impact on the Academic Office if the payments are not received in full.

**MSC (North/Gould) Should the money owed to the ASCCC for work with C-ID not be in hand by June 30, the Executive Director and President are authorized to stop work on C-ID and communicate this to the Chancellor's Office.**

**MSC (Goold/May) approved to tentatively adopt the budget through August 31, 2016.**

**Action**

- Budget committee will meet in July, bring new budget to August meeting for discussion and approval of the 2016 ó 17 ASCCC budget.

**H. EDAC Strategic Plan**

Members considered approval of the strategic plan for the Equity and Diversity Committee (EDAC). Members discussed how the plan will address equity issues related to the Executive Committee, local senates, and statewide representation.

The Strategic Plan has two primary objectives:

- Increase leadership development opportunities for diverse faculty such that they are prepared to participate in and lead local and statewide conversations.
- Increase the diversity of faculty representation, on committees of the ASCCC, including the Executive Committee, and other system consultation bodies to better reflect the diversity of California.

EDAC gathered information from meetings, surveys, breakout sessions, and articles to assist in developing a Strategic Plan. A timeline was drafted in order to move the cultural competency plan forward. Dr. Valerie Neal, Office of Equity, Social Justice & Multicultural Education, DeAnza College, is also working with EDAC on challenging conversations in order to become more aware and knowledgeable with equity and diversity issues.

Additionally, the EDAC Strategic Plan will focus on providing accessible modules at the local senate level. Local senates will then have the tools to be the leader on their campuses and assist with expanding recruitment activities.

Members recommended having a possible breakout at the Curriculum Institute regarding how cultural competency can be infused in campus courses, as well as online courses.

Planning of the EDAC Strategic Plan to be finalized by spring 2017.

**MSC (Freitas/A. Foster) to approve the Equity and Diversity Committee Strategic Plan.**

**Action:**

- EDAC Strategic Plan will be posted on the EDAC webpage.

**I. Annual Committee Reports**

Members reviewed the final committee status reports and discussed committee priorities for the upcoming academic year. Each chair was requested to provide

action taken by the committee on the priorities and update the status, which will be posted on the ASCCC website.

Members agreed to set committee priorities at the August Executive Committee meeting. Items will include the strategic plan and new resolutions that came in during the 2016 Spring Plenary. Members to have a discussion during the May Orientation with their past committee chairs to review ongoing activities and items that have been completed in preparation for the upcoming year.

**MSC (Goold/Rutan) to approve final annual committee reports.**

**Action**

- Adams will update annual committee report and post on the ASCCC website.

**J. Communication**

Members discussed a proposed mechanism to improve the communication process among the ASCCC representatives, including committees, Chancellor's Office groups, and other faculty members assigned tasks to the ASCCC Standing Committees and the Executive Committee. Adams shared with members a committee chart outlining all of the areas the ASCCC members are assigned. Members updated and reviewed the document, noting it is a valuable tool that helps clarify the workload of the committee members and how it is distributed. The chart will assist members to communicate more effectively.

The updated framework of the committee list will be shared with members at the August meeting.

**MSC (Davison/Aschenbach) to approve new communication mechanism.**

**Action**

- Adams/Wilcox will send out the assignment letters in the next week to all of the Executive Committee members and a copy of the letter will be sent to the college and senate president once reviewed and approved by the member.
- Assignment letter agreements will be sent to the Executive Committee members next week. Letters will be signed and returned to the ASCCC office.

**K. Action Tracking**

Members reviewed and updated the Action Tracking sheet to determine what actions should be removed, what has been completed, and what actions will be continuous.

**MSC (May/Smith) to approve updated Action Tracking sheet.**

**L. Resolution Assignments**

Members reviewed changes and updated the resolution spreadsheet.

**MSC (Smith/Beach) to approve resolution assignment spreadsheet as amended**

**V. DISCUSSION**

**A. Board of Governors/Consultation Council**

Members received an update on the recent Board of Governors and Consultation meetings:

- The Community Colleges Basic Skills Student Outcomes and Transformation Program grant was brought forward and approved by the Board of Governors.
- The proposed revision to Articulation of High School Courses was also brought forward at the BOG meeting.
- The first reading of Stand-Alone Credit Course Approval was discussed and all agreed the proposed change would be positive.

**B. Baccalaureate Pilot Program and ACCJC**

An update was provided to the members on the progress of the Baccalaureate Pilot Program. There are points of discrepancy between the ACCJC's draft policy and the Handbook in three primary areas: General Education (ACCJC draft policy is 9 units of upper division, the Handbook reads 6 units), Upper Division units (ACCJC draft policy is 45 units of upper division, the Handbook shows 24 units), and Minimum Qualifications (ACCJC draft policy requires a Master's Degree to teach upper division, the Handbook notes one must have a Bachelor's Degree and six years of experience in the industry).

The pilot colleges, CEOs, and the Chancellor's Office reached out to the ACCJC via letter requesting a meeting with the Education Policy committee. The ACCJC has not yet responded to the requests made by the project. It is noted that several items included in the webinar were incorrect and clarification and corrections are being sought. If the policy, as is, is adopted in summer, it will significantly hinder the pilot program to be initiated for fall semester.

**C. Criteria for Serving as an ASCCC Representative**

Members discussed the current process for appointments for ASCCC representatives. Currently, ASCCC appointments to the Chancellor's Office advisory/task forces and other constituent groups, require the local senate president's approval. It was noted that senate presidents do not approve the Standing Committee appointments when they are internal committees. Last year, approximately 900 faculty were appointed. The appointment process becomes extremely time consuming and discouraging when local senate presidents do not respond to appointment requests.

Members examined how the approval process could be broadened within the

standard practices of committee appointments. Suggestions were made and will continue to be a topic of discussion. In the meantime, the ASCCC will look into potentially hiring full time staff to work solely on committee appointments and tracking. This will assist in easing the Executive Director's workload.

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

**A. Standing Committee Minutes**

- i. Noncredit Committee, Aschenbach
- ii. Relations with Local Senates Committee, May
- iii. Transfer, Articulation, and Student Services Committee, May

**B. Liaison Reports**

- i. Chancellor's Office Curriculum Inventory Advisory Committee Report, Rutan
- ii. Statewide Public Safety Education Advisory Committee Minutes, Decoteau
- iii. Telecommunications and Technology Advisory Committee, Davison/Freitas

**C. Senate and Grant Reports**

- i. Academic Academy Last General Session Comments, May
- ii. C-ID Advisory Minutes, Shearer

**VII. ADJOURNMENT**

The meeting was adjourned at 10:58 a.m.

Respectfully Submitted by:

Annie Wilcox-Barlettani, Executive Assistant  
Julie Adams, Executive Director  
John Stankas, Secretary