



Wednesday, November 2, 2016 – Westin South Coast Plaza

I. ORDER OF BUSINESS

A. Roll Call

President Bruno called the meeting to order at 12:00 p.m. and welcomed members and guests.

J. Adams, J. Bruno, C. Aschenbach, R. Beach, D. Davison, A. Foster, S. Foster, J. Freitas, G. Goold, G. May, C. McKay, C. Rutan, C. Smith, L. Slattery-Farrell, and J. Stankas.

Liaisons Present: Jackie Escajeda, Dean of Curriculum and Instruction, Chancellor's Office; Irene Malmgren, Chief Information Officer Liaison, Vice President of Instruction, Mt. San Antonio College; Pam Walker, Vice Chancellor for Educational Services, Chancellor's Office; and Adam Wetsman, President-Elect, Faculty Association of California Community Colleges.

Guests Present: Dan Crump, Librarian, American River College; Michelle Sampat; Curriculum Chair at Mt. San Antonio College; and Lynn Shaw, Chancellor's Office Staff, Doing What Matters.

Staff Present: Annie Wilcox-Barlettani, Executive Assistant

B. Approval of the Agenda

MSC (Goold/Beach) to approve the agenda.

C. 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 public comment was given.

D. Calendar

Members were updated on upcoming meetings and deadlines.

E. Action Tracking

Members were reminded to send staff updates as discussed regarding the Action Tracking items.

F. Local Senate Visits

Adams provided members with the Local Senate Visits spreadsheet which documents all campus visits made from July 1, 2016, to present day. Additional notes regarding the reason for the campus visit are sent directly to Adams. The spreadsheet will be passed around to members at each Executive Committee meeting.

G. Dinner Arrangements

Members are on their own for dinner.

II. CONSENT CALENDAR

A. September 30 – October 1, 2016, Meeting Minutes, Davison

B. September 1, 2016, ASFCCC Meeting Minutes, A. Foster

C. Change to Curriculum Committee Charge, Davison

MSC (Slattery Farrell/McKay) to approve the consent calendar.

III. REPORTS

A. President's/Executive Director's Report

President's Report – Julie Bruno

President Bruno updated members on the recent Common Assessment Initiative (CAI) meeting involving the ASCCC. The purpose of the meeting was to discuss ways to continue forward movement of the initiative as well as ways to provide support to local colleges this fall once access to Compass ends. Assistance provided to the colleges will include regional workshops, webinars, and Partnership Resource Teams (PRT).

Bruno provided members with a review of the RP Group's Strengthening Student Success Conference attended by Bruno and other ASCCC members. Bruno and Stankas presented a breakout on creating a culture of innovation and Rutan presented in a breakout covering Course Identification System (C-ID) and Associate Degree Transfers (ADT). Adams stated that the RP Group notified the ASCCC that they will no longer hold two breakout sessions for the Academic Senate's governance strand in the future. Instead, the Academic Senate will need to submit a proposal in the same manner as other groups that want to participate. The ASCCC will participate in breakouts with system partners such as the Chancellor's Office or the CIOs, if time permits.

Bruno thanked Beach and A. Foster for chairing the October Academic Academy in Costa Mesa. She appreciated the participation from everyone involved and found guests had a very positive experience.

Bruno briefed members on the California Guided Pathways Advisory Committee meeting. The advisory committee discussed the parameters of the California Guided Pathways including the application process for colleges wishing to

become pilot colleges. The advisory group consisted of members from Career Ladders, 3CSN, the California Community College Foundation, which is the fiscal agent, and others. Sonya Christian of Bakersfield College is chairing the committee and Bill Scroggins of Mt. San Antonio College is chairing the Policies and Procedures Committee in conjunction with the advisory committee.

Bruno reminded the Executive Committee of the regular meetings she is holding with the Interim Chancellor Erik E. Skinner from the Chancellor's Office. In their most recent meeting they discussed the status of Minimum Qualifications. Bruno is scheduled to have her first formal meeting with Incoming Chancellor Eloy Ortiz Oakley on December 9, 2016.

Bruno and Stankas are members of the Council for Faculty Organizations (CoFO). Discussions are taking place around possibly inviting key members to the upcoming CoFO dinners in an effort to build relationships. CoFO is looking at including Vice Chancellors, the Chancellor, Department of Finance, and legislators. If necessary, it will be brought to a future Executive Committee meeting for discussion.

Bruno informed members of the recent C-ID leadership meeting and the continued struggle with securing stable funding. Additionally, conversations around model curriculum are taking place and the Academic Senate will be looking to the Chancellor's Office to streamline their approval process for colleges that align with the statewide model curriculum. It was further determined that program learning outcomes (PLOs) would not be placed in Associate Degree Transfers (ADTs). Adams added that work is being done to develop a business plan to guide C-ID into the future and included in this plan will be budget forecasting, career technical development at the high school level, and continued partnership with the Chancellor's Office.

Bruno briefed the Executive Committee on the CIO conference and her presentation on the Strong Workforce program and provided an update on the work of the Academic Senate. Members from 5C are continuing to do excellent work towards curriculum changes and presented on the new curriculum framework for local approval, regional recommendations, and state chaptering. The next steps will be to plan curriculum workshops.

Bruno announced that the North/Far North meetings concluded and thanked members who were involved.

Bruno and Adams met with the Republican Strategic Policy staff regarding their interest in creating a policy to make college fees free for students who declare a pathway in ADTs, CTE certificates, and associate degrees. Continued discussions will take place between the ASCCC and Republican Strategic Policy staff.

Lastly, Bruno advised members of the current status of CTE Data Unlocked.

They decided to move forward with the TOP Code clean-up project along with identification of the pilot colleges. Currently, there are 15 colleges that have volunteered to be part of the pilot. Only five volunteers were identified to help with the clean up and the goal is to acquire 10 to 15 volunteers. The Academic Senate will encourage past curriculum chairs to consider volunteering in addition to the CTE Data Unlocked experts. Full training for the cleanup project is anticipated to roll out next spring.

Executive Director Report– Julie Adams

Adams informed members that the audit is complete and there were no findings. The auditors, however, suggested that the ASCCC collect payments for all events because the current bad debt is approximately \$60k in bad debt, which is mostly from unpaid registration fees. The office continues to make efforts in collecting the outstanding registration payments. The suggestion was to not allow any attendee to participate in an event unless their registration payment has been collected in advance or onsite, with no exceptions. A message will be sent from the office to the college accounting departments and will include in the email the faculty attending, the campus senate president, as well as their CIO.

Adams shared with members that the Periodic Review Committee held their first meeting at the Academic Senate's office. The committee has determined it would be best to limit involvement by ASCCC Executive Committee members to providing factual information. The goal is to provide an unbiased and clean review. The committee will hold a breakout during the Fall Plenary. Stankas is will attend the first half of the breakout to answer any questions from the body.

B. Foundation President's Report

May briefed members on the upcoming elections taking place at the Fall Plenary on Saturday. There will be an orientation Thursday morning for those interested in running for a position on the AS Foundation Board. May also informed members on the ongoing Area Competition which is raising funds to support the Academic Senate Foundation. It was noted that Area D has a strong lead. The winner will be announced at the end of the Fall Plenary Session and awarded the Ostrich Trophy. May asked the committee to encourage others to run for the Foundation Board and donate to their Area. It was also mentioned that the Foundation is sponsoring the President's Reception taking place on Friday evening.

May added that the Foundation is continuing its work drafting the literature review on the impact of full-time faculty on student success. The review is being done in partnership with the Faculty Association of California Community Colleges (FACCC).

C. Chief Instructional Officer Liaison Report

Irene M. Malmgren, Chief Instructional Officer (CIO) liaison and Vice President of Instruction at Mt. San Antonio College provided members with an update from the CIOs.

- The CIO liaisons created a schedule identifying the CIO liaison who will attend the Academic Senate's Executive Committee meetings for the duration of the academic year. The liaison will rotate based on where the meeting is held.
- Strong Workforce Program ó The CIOs are continuing to navigate through the process and provide awareness at the academic senate level and for the faculty. Good conversations are taking place with faculty.
- Curriculum ó Significant progress has taken place that will impact all groups involved. The focus is on providing shared values, sustained constant training, and creating a shared agenda.
- Accreditation ó The CIOs drafted a letter to the National Advisory Committee on Institutional Quality and Integrity (NACIQI) in an effort to join the Academic Senate's position with the Accrediting Commission for Community and Junior Colleges (ACCJC). Their letter states their continued support for a peer review process and restructuring of the ACCJC. The CIOs are considering joining the Academic Senate at the February 2017 NACIQI meeting.

D. Liaison Oral Reports

Liaisons from the following organizations are invited to provide the Executive Committee with updates related to their organization: AAUP, CCA, CCCI, CFT, FACCC, and the Student Senate.

Adam Wetsman of Rio Hondo College and President-Elect (June 2017) of the Faculty Association of California Community Colleges (FACCC) updated members with recent current affairs. FACCC will begin setting legislative priorities over the course of the next few weeks with their legislative committee. Specifically, they will be revisiting AB 2069 (Medina) Part-time Faculty Office Hours, a bill that was recently vetoed by the governor. The bill requires each community college district to post on their campus websites the total part-time faculty office hours paid divided by the total part-time faculty office hours taught during the prior fiscal year. FACCC plans to work on legislative priorities with the ASCCC and other groups to open up more lines of communication.

FACCC will host the Annual Policy Forum on January 20, 2017, at Chabot College in Hayward, from 10:30 a.m. to 3:00 p.m. In addition, the Advocacy Policy Conference will take place in Sacramento on March 5 ó 6, 2017. Students and legislators will be present, which will provide an opportunity to review the budget and other top items.

IV. ACTION ITEMS

A. Legislative Update

The Executive Committee was updated on the recent action by the legislature. Included in the report was a summary of the legislation that was signed or vetoed by the governor.

Members also discussed the proposed Legislative Day dates for 2016-2017. Members agreed on May 9, 2017 to be the Executive Committee's Legislative Day. It was suggested that the committee invite Jonathan Lightman, Executive Director of the FACCC to provide members again with Legislative Day training.

MSC (Goold/Davison) to approve May 9, 2017 as the Executive Committee's Legislative Day.

B. Proposed Regional Curriculum Processes Workshop

The Executive Committee discussed regional workshops for curriculum processes. It was suggested at the recent North Far/North meeting that the Academic Senate should consider creating a series of local workshops that would include articulation officers, faculty, administrators, and more. These workshops would develop a more effective curriculum process for colleges. As the workshops are focused on curriculum, the ASCCC will take the lead on planning and executing the workshops through out the state.

Members made suggestions to the proposed workshops and how they may be facilitated. It was recommended that the workshops take place in late Spring with webinars hosted in advance to prepare faculty, staff and administration for participation. It was mentioned that partnering with the CIOs would promote faculty and curriculum specialist attendance to the workshops.

MSC (Rutan/Smith) to approve the creation of regional workshops for curriculum processes.

Action:

- The Curriculum Committee chair will bring back to another Executive Committee meeting the agendas for the webinars and regional meetings.

C. Draft Program for Accreditation Institute

The Executive Committee reviewed the draft program for the Accreditation Institute in February 2017 developed by the ASCCC Accreditation and Assessment Committee. The suggested theme of the institute is *Charting the Course: Accreditation as a Tool for Institutional Excellence*.

Members offered suggestions for breakout topics and discussed the interest of the Accrediting Commission for Community and Junior Colleges (ACCJC) desire to participate in the planning process of the event. Members discussed their concerns, as well as discussed the benefits of having the ACCJC present and

available to the faculty members attending the event.

It was also noted that the Accreditation Committee is requesting a partnership with the CIOs and others.

MSC (Freitas/Smith) to approve the inclusion of ACCJC in the planning process of Accreditation Institute.

MSC (Freitas/A. Foster) to approve the draft program of the Accreditation Institute.

Action:

The program will come back on the January agenda for consideration.

D. Mentoring Program for New Senate Presidents

Members discussed the development of a mentoring program for new senate presidents. In 2015, the Relations with Local Senates Committee (RwLS) surveyed the field and the results indicated the need for access to experienced senate presidents and a desire for a mentoring program.

Members examined what the training would entail and how the committee would facilitate coaching new senate presidents. Members voiced concerns surrounding the availability for the coaching sessions and identifying the mentors and/or coaches. In addition, the committee had questions regarding how to motivate new senate presidents to use existing resources, including the ASCCC Local Senates handbook.

Additionally, members were reminded to attend the breakfast being held on Thursday morning of the Fall Plenary Session for first time senate presidents.

MSC (Aschenbach/Slattery-Farrell) to approve tasking the Relations with Local Senates Committee with exploring the coaching program to involve local and past senate presidents. Executive Committee members will help identify past senate presidents. It was also agreed upon that the committee will look at what the new senate presidents need for resources and provide the appropriate support early on. Once these items have been identified, the item will be brought back to the Executive Committee for consideration of approval.

Action:

- The Executive Committee will provide the chair of the Relations with Local Senates Committee with names of local senate president who might provide feedback on a mentor/coaching program for new local senate presidents.
- The Relations with Local Senates Committee will gather information from the

E. AB 1985 Implementation

Members reviewed the survey for the California Community Colleges on local practices for awarding College Board Advanced Placement credit for general education courses. On September 2, 2016, Governor Brown signed AB 1985 (Williams) Advanced Placement Credit into law. Beginning January 1, 2017, the bill would require the Chancellor's Office, in consultation with the Academic Senate, to develop a uniform policy on awarding AP credit for general education courses. If a policy is not locally adopted and implemented for the entering class in the Fall 2017 academic term, the bill would require the California Community Colleges to adopt and implement, commencing with the 2017-18 academic year, the Advanced Placement policy adopted by the California State University.

Members suggested modifications to the survey. Dave DeGroot of Allan Hancock College will be working with the Academic Senate in finalizing the survey to go out to the California community Colleges. The Educational Policies Committee would like to see the survey go out to the field shortly after the Fall Plenary Session.

MSC (A. Foster/S. Foster) to approve the survey for the California community colleges to gather local practices for awarding College Board Advance Placement credit for general education courses.

Action:

The survey will be revised to reflect the changes and sent to the field.

- F. 2008 Ensuring the Appropriate use of Education Technology Outline Update**
The Executive Committee reviewed the outline to rewrite and/or update the 2008 paper on *Ensuring the Appropriate use of Educational Technology: An Update for Local Academic Senates*. In Spring 2015, the body adopted resolution 11.01 on directing the Online Education Committee to update the paper. This September, the committee met to discuss which areas to address. These areas included Title 5, accreditation, and technology. The committee would like to bring the updated paper to the body in Spring 2017 to be adopted.

Members proposed modifications to the outline and discussed the relevance of a paper written in 2008, considering the changes distance education and technology have experienced over the last eight years. It was suggested that the committee consider rewriting the paper. Bruno asked the chair of the committee to take the discussed suggestions back to the committee and define the focus of the paper. Once the paper is defined, it will be brought back to the Executive Committee for consideration for approval.

No action was taken.

G. Information and Services Request Policy Statements for ASCCC Website

Members discussed the approval of the website policy statements. The ASCCC has received requests for information through the ASCCC website from individuals who are not senate presidents. The ASCCC practice is to include the local senate president on all inquires made when they are not submitted by the local senate president. Additionally, all local senate visits must be approved by the local senate president.

It was suggested by the Standards and Practices Committee create an ASCCC procedure to document this practice, as well as to post it on the website to prevent confusion for individuals making requests for campus visits or any other inquiry. The Executive Committee made suggestions to the draft language for the procedure which will be posted on the ASCCC website. Additionally, it was suggested that the local senate president be included on all correspondence. By doing so, this will expedite requests made by individuals and keep all lines of communication open.

MSC (Goold/Smith) to approve the information and services request procedure language and be posted on the ASCCC website.

Action:

The Executive Director will include the procedure in an operational procedure manual and posted on the website.

H. Outline for Paper on Educational Program Development

The Executive Committee reviewed the outline for a paper on *Effective Practices for Educational Program Development*. The draft outline for the paper was called for with Resolution 9.02 S16 and will be developed by the Educational Policies Committee of 2016 ó 17. Members discussed the outline and offered suggestions including incorporating workforce taskforce recommendations into the outline.

MSC (Freitas/A. Foster) to approve the outline for paper on Effective Practices for Educational Program development and incorporate changes as discussed by the Executive Committee members as appropriate.

V. DISCUSSION

A. Chancellor's Office Liaison Report

Jackie Escajeda, Dean of Curriculum and Instruction and Pam Walker, Vice Chancellor of Academic Affairs updated members on recent Chancellor Office topics.

- The recent regional meetings were successful and the Chancellor's Office presentation on curriculum at the CCCIO conference was well received. Walker emphasized the importance of the Academic Senate, faculty, CIOs, and Chancellor's Office collaboration on the curriculum efforts

taking place. The Chancellor's Office has suggested to college presidents and chancellors that curriculum approval should be on the agenda for every local Board of Trustees meetings. SC is working on some recommendations to the field regarding local curriculum processes. The goal is to have a plan to the field by March 2017 on a new process. It was noted that change needs to be made on how colleges evaluate curriculum on a local level. The Chancellor's Office would then only be focusing on evaluating new curriculum.

- Inmate Education: The Chancellor's Office will be hiring an additional person to assist with Inmate Education. It will be a five-year position.
- Basic Skills Initiative: Kristen Corbin has calculated and certified the fiscal year 2016 ó 17 Basic Skills Initiative (BSI) Advance Allocation. An additional \$10 million dollars have been allocated to the BSI and the Chancellor's Office is looking to leverage the money to provide additional opportunities.
- Accreditation: Walker announced that the CEO Accreditation Taskforce will reconvene because of the reopening of an accreditation lawsuit. The Chancellor's Office was named as a third party contributor and will be gathering documents requested by lawyers during the discovery phase.
- C-ID conversations regarding funding have recently taken place and the Chancellor's Office is hoping to provide more information shortly.
- Dual Enrollment: 13 colleges are actively involved. The Request for Applications (RFA) to fund six Middle College High Schools was released. There are currently 11 colleges who have Middle College High Schools on their campus.

B. Consultation Council

Members received an update from the most recent Consultation meeting:

Consultation

- Theresa Tena provided Consultation members with an update on the Institutional Effectiveness Partnership Initiative (IEPI) Framework of Indicators.
- The Student Senate (SSCCC) president shared that AB 1995 (Williams) ó Homeless Student Shower facilities was signed by the governor. It was also noted that the Student Senate Fall General Session will take place on November 11 ó 13, 2016, and needs additional presenters. Lastly, the SSCCC continues to work towards obtaining their 501c3 status.

C. Fall Plenary Session Final Planning

The Executive Committee discussed the final plans for the Fall Plenary Session beginning on Thursday. Bruno and Adams informed new members about the process and protocol regarding participation in the plenary session. Members were also reminded to look for new senate presidents and introduce themselves. This year's plenary session is expecting 90 first-time attendees.

Lastly, the Academic Senate will be honoring three past board members at the general sessions. The members to be honored are David Morse, Long Beach City College; Wheeler North, San Diego Miramar College; and Cynthia Rico, San Diego Mesa College.

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

A. Standing Committee Minutes

- i. Curriculum Committee, Davison
- ii. Educational Policies Committee 8.31.16 & 9.28.16, May
- iii. Equity & Diversity Action Committee Minutes, Beach/Smith
- iv. Legislative and Advocacy Committee, Stanskas
- v. Standards and Practices Committee 9.19.16 & 10.3.16, Stanskas

B. Liaison Reports

- i. Chancellor's Office Scorecard Advisory Group, Rutan
- ii. Education Planning Initiative Steering Committee, Dumont
- iii. Student Services Portal Steering Committee, Dumont
- iv. Student Success and Support Program Advisory Committee, Ninh

C. Senate and Grant Reports

VII. ADJOURNMENT

The meeting was adjourned at 4:37 p.m.

Respectfully Submitted By

Annie Wilcox-Barlettani, Executive Assistant,
Julie Adams, Executive Director,
Dolores Davison, Secretary