

Thursday, August 19, 2016 to Saturday, August 20, 2016

I. ORDER OF BUSINESS

A. Roll Call

President Bruno called the meeting to order at 10:59 a.m. and welcomed members.

J. Adams, 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, Chancellor's Office

Guest Present: Dan Crump, American River College

Staff Present: Annie Wilcox-Barlettani, Executive Assistant

B. Approval of the Agenda

The agenda was approved by consensus with the addition of items IV. O. Exemplary Award Theme and IV. P. Update on Common Assessment Initiative.

Item IV. M will be discussed during action item IV. G.

C. Calendar

Members were provided with an updated calendar of events and meetings, as well as a list of reminders and due dates. The deadline to submit articles for the next *Rostrum* is October 3, 2016.

Action

Staff will send the LiveBinder link to the members.

D. Action Tracking

Members discussed the action tracking document.

II. CONSENT CALENDAR

A. May 20, 2016 Meeting Minutes, Stankas

B. AAC&U 2017 Annual Meeting, Smith

C. Organization of American Historians Presentation Opportunity, Davison

D. SLO Annual Symposium, Bruno

Item. II. D. pulled.

MSC (Rutan/Beach) to approve consent calendar as amended.

Action

- Item A: Staff will post the final May 19 ó 20, 2016 minutes to the ASCCC website.
- Item B: Executive Committee members interested in attending the Association of American Colleges & Universities (AAC&U) Conference will inform staff.

D. SLO Annual Symposium, Bruno

This item will be brought back to the September meeting as the SLO Annual Symposium tentative meeting date conflicts with the February Executive Committee meeting. Members suggested having the two meetings on the same campus as this would allow the Executive Committee to be actively involved in the event.

MSC (Freitas/May) to approve bringing item II.D. SLO Annual Symposium to the September meeting.

Action

Staff will bring back this item to the next agenda and Adams will provide an update on the status of the location.

III. REPORTS

A. President's/Executive Director's Report

President's Report – Julie Bruno

President Bruno began by welcoming the newest members of the Executive Committee and reported on system wide activities that took place over the summer.

Bruno updated members on the Course Identification Numbering System (C-ID) grant which was reapproved by the Board of Governorø (BOG) at their May meeting. Mt. San Antonio College (SAC) will no longer be participating in the grant, but will be the fiscal agent through October 2016.

Bruno briefed members on the AA to MA program and noted that funding will initially come from the Equal Employment Opportunity (EEO) fund. It was suggested that the Chancellorø Office ask for a stand-alone budget request for the subsequent years. The CSU and UC will also be asked to contribute to the program.

Bruno announced the Chancellorø Office received funds towards working on the Associate Degree for Transfer (ADT) publicity and are working on developing a Request for Applications (RFA). There was a meeting with Paul Feist, Vice Chancellor of Communications, to assist in marketing for C-ID and ADT that would reach both the faculty and the students.

Bruno attended the Career Technical Education (CTE) DataUnlocked Leadership meeting which is partnering with Kathy Booth at West Ed. Colleges will be receiving \$50,000 which will provide support towards cleaning up data, cip codes, and TOP codes cleanup. The ASCCC will recruit curriculum chairs to assist with the TOP code cleanup and working towards providing support to both full- and part-time faculty. A second meeting was scheduled for mid-August to continue the conversation with Academic Affairs and other stakeholders.

Bruno reported that Executive Committee members are attending the North Far/North meetings on the development of a regional curriculum process. The colleges in the North Far/North have received funding from a nonprofit organization to gather the colleges together including curriculum chairs to develop a streamlined curriculum process for their region, which might also be used as a statewide model. Fifteen colleges will be involved in the pilot; eight colleges will be for CTE.

Bruno discussed the recent CTE Leadership Summit attended by the Vice President and Executive Director. Updates from the summit included:

- Debra Jones reported 5% of the funding will go towards colleges for leadership and coordination. 60% will go to the district and 40% will go to the regions.
- 40% of the funding for regions is equivalent to \$79 million. All funds will go to the colleges.
- There are essentially three buckets to the regional plan: supporting what colleges are already doing, direct allocation to colleges, and addressing areas that need funding.

Bruno announced she is serving on the Wheelhouse board which supports future leaders at the community colleges, specifically CEOs. Currently, there is a trend with leaders turning over on an average of every three years. Wheelhouse is looking for ways to better support college leadership through professional development and research.

Bruno shared with the members that there are new leadership grants for Instructional Effectiveness Partnership Initiative (IEPI) that will help IEPI accomplish its approval of year-three indicators. There will be 40 partnership colleges, revisiting partnership resource teams in fall.

Bruno concluded by thanking the Curriculum chair, the committee members, and the work of the ASCCC staff, for putting on a successful institute.

Executive Director's Report – Julie Adams

Adams briefed members on her recent conference call with A2Mend, which the ASCCC will be partnering with on their upcoming event in March 2017. There are four strands to the event: administrative, student support, students, and faculty. The ASCCC will lead the faculty strand of the partnership through Equity and Diversity Action Committee (EDAC). Included at the event will be a

pre-conference job fair which will include community college opportunities for African American males.

Adams attended the Basic Skills Summit at the beginning of August and sat in on the session regarding contextualized teaching and learning, which she believes will assist the ASCCC in our upcoming regional meetings. While at the session, Adams connected with Career Ladders representative Luis Chavez. Chavez is interested in partnering with the ASCCC on the regional meetings.

Operationally: The Academic Senate hired a new staff member, Erika Prasad and she will be working with the Foundation. Additionally, she will be assisting and developing the ASCCC's communication, marketing, and public relations. Adams concluded her report by informing members that some of the staff just returned from the American Society of Association Executives (ASAE) conference, which will be included in the next agenda.

B. Foundation President's Report

May announced that the first Foundation meeting will be held on September 1, 2016 at the ASCCC office.

May also added that this fall, the Foundation will be electing three additional members to join the board. The terms of these members will be staggered.

IV. ACTION ITEMS

A. Legislative Update

Members were updated on the recent state and federal legislation and reviewed a number of bills. Since the last Legislative update in May, the Stand Alone Course Approval was passed by the Board of Governors.

Stankas discussed the ASCCC providing a Legislative Quarterly Newsletter. The letter would engage more faculty members in legislative activities and add additional interest in the Legislative Liaison position if the ASCCC provided more information about what the ASCCC is tracking and how this legislation may impact their college. The quarterly newsletter would be similar to, but not conflicting with, the President's Update.

Members briefly discussed ACR-158 *Postsecondary education: transfers*. The bill will be discussed in depth at the next Intersegmental Committee of the Academic Senates (ICAS) meeting in September. The bill's goal is to improve transferability and reduce overlapping courses between the University of California, the California State University, and the California Community Colleges educational systems.

Action

Staff will post the updated Legislation report to the ASCCC website.

B. 2016 – 2017 Budget

Members were presented with an overview of the 2016 ó 2017 ASCCC budget.

The Budget Committee met in July to review the current budget. Members were asked to give authority to the committee to make modifications to the budget based on any funds that come into the Senate office between now and January 2017. The committee will then report back to the board in January 2017 with an updated budget.

MSC (Beach/Goold) to approve the revised budget and allow the Budget Committee to modify the budget between now and January 2017. The budget will be brought back to Executive Committee meeting in January 2017.

C. CTE Leadership Committee

Members discussed the current structure of the Career Technical Education (CTE) Leadership Committee and took into consideration changing the charge of the CTE Leadership committee in response to the Governor's Budget Trailer bill SB830, Budget Act of 2016. The bill requires the ASCCC to create a career technical education subcommittee comprised of 70% CTE faculty and include language regarding working with the Regional Consortium. The CTE Leadership Committee members are required to attend the Regional Consortium in their area.

Currently, the CTE Leadership committee existing members act as a liaison to the Regional Consortia in an effort to provide a conduit for the Academic Senate. The new chair of the CTE committee will work on what the liaison role will entail and bring back to the September board meeting.

MSC (Goold/McKay) to approve a proposal that allows the chair and Adams to make a recommendation to bring to the September Executive Committee meeting.

D. Committee Appointments

Members discussed the standing committee membership. The membership was based on faculty who submitted nominations to serve forms and showed an interest in the topic addressed by the committee assigned. The ASCCC took into consideration the ASCCC Diversity and Inclusivity Statement.

MSC (Freitas/Davison) to approve giving the president the authority to move forward with advised changes and adjustments to the committee appointments.

Action

Staff will add newly appointed committee members to the ASCCC website and train members on how to update their committee page.

E. Committee Priorities

Members were reminded of requirements and next steps toward working on the standing committee priorities. The updated spreadsheet includes the assignments of actions in the Strategic Plan and the Work Force Task Force implementation.

This process was used last year and did improve the prioritization of committee work.

Members were reminded to take the priorities back to their committee for feedback. If any suggestions are made, members are asked to bring back to the next Executive Committee meeting for approval.

MSC (Goold/Freitas) to adopt committee spreadsheet provided.

Action

Staff will post the completed committee priorities spreadsheet to the ASCCC website on each committee page.

F. Regional Meeting Dates

Members reviewed and revised the dates for the fall regional meetings and discussed including Career Technical Education (CTE), Equity and Diversity Advisory Committee (EDAC), and Curriculum meetings. Members decided to set regional dates for the entire year.

MSC (Rutan/Goold) to approve regional meeting dates.

Action

- Staff will post dates of the regional meetings on the ASCCC website.
- Members will provide 2-3 sentences of content regarding what their committee's regional meeting will entail.

G. Regional Re-Entry Trainings

Members discussed the challenge of keeping students in college who have been recently released from California state prisons. Many are enrolled, but colleges are finding that they do not stay longer than one semester. One reason might be because these students do not find that college can be a viable option for them or are unaware of the opportunities their community colleges can offer to them. Members considered the approval of holding three regional convenings, specifically in areas of California that the majority of paroled students are located: Central Valley and Los Angeles. The meetings would be open to faculty and others who have an interest in building support for reentering students on to their colleges.

MSC (S. Foster/Aschenbach) to approve 2-3 Regional Re-entry Student Trainings.

Action

Adams to reach out to 3C Media at Palomar, to see if a regional live video training could be an option for a regional meeting.

H. Fall Plenary Planning

Members discussed the timeline for the Fall Plenary Session and were asked to coordinate, develop, and propose breakout topics for consideration at the September meeting. Members also discussed a possible theme for Fall Plenary

Session and keynote speakers. The committee agreed on *Honoring the Past, Navigating the Present, Imagining the Future* as the theme of the Fall Plenary Session.

MSC (Stankas/May) to approve “Honoring the Past, Navigating the Present, Imagining the Future” as the theme of the 2016 Fall Plenary Session.

I. Academic Academy Institute

Members reviewed the draft program of the upcoming Academic Academy Institute (AAI) being held on October 7 -8, 2016. Equity and Diversity Action Committee (EDAC) and Transfer, Articulation, and Student Services Committee (TASSC) are partnering to plan the academy with a focus on counseling and instructional faculty.

Members discussed potential breakout sessions that could benefit the attendees of AAI, specifically mental health and veteran services, and who could be identified as participants in these breakouts. Other breakout ideas were discussed by the members and it was suggested that a call for proposal for the AAI breakout sessions be sent to faculty.

MSC (May/Stankas) to approve the first draft of the Academic Academy program.

MSC (Smith/Goold) to approve action on call for proposals for the Academic Academy breakout sessions.

Action

The AAI draft program will be brought back to September meeting and hard copies will be included in the agenda packet.

J. Resolutions Topics

Members discussed potential modifications to the official categories for the ASCCC Resolutions. Concern was brought to the board's attention over the relevance and clarity of the list of available topics in which a resolution may be categorized.

Adams will research whether or not past changes to resolution categories have been approved by the body. Any revisions made by the Executive Committee to the resolution categories will be brought to Fall Plenary Session for approval from the body.

MSC (Stankas/Goold) to approve Beach to bring to September Executive Committee meeting recommended changes to the resolution category titles, as well as what to use the categories for.

K. System Advisory Committee on Curriculum Charter Update

Members discussed the suggested changes to the charter for System Advisory Committee on Curriculum (SACC). SACC is a joint committee that was created in 2005 and has increasingly been given more responsibilities. As a result, there

were concerns about the SACC charter not reflecting the responsibilities of the committee. A workgroup was created to develop a revision to the charter.

Members reviewed the three suggested changes to the charter, including increasing the number of faculty on the SACC committee, including a Chief Student Services Officers (CSSO) representative and legal counsel as advisory members, and changing the name of the committee and the charter to emphasize the role of SACC as a recommending body rather than an advisory body.

These suggested changes were approved by the Chief Instructional Office board in July 2016. Members had several suggestions to strengthen the document, including revising the structure of how consultation would occur.

MSC (Smith/May) to approve recommended changes to the SACC Charter Update.

L. Periodic Review

Members were briefed on the criteria and guidelines for the upcoming ASCCC Periodic Review. The review was adopted by the body in Spring 2013 to assess the operations, processes, policies, and programs of the Academic Senate for California Community Colleges.

Ten faculty participants were selected at random and have confirmed their participation on the committee. A question was raised whether or not the criteria and guidelines provided enough direction for the committee to conduct the review. By consensus, members felt that these two documents did provide enough information. ASCCC Associate Director Mica will support the work of the committee. Stankas, ASCCC Vice President, will join the first committee meeting to provide any information requested by the committee.

MSC (Goold/C. Smith) to approve Stankas to participate in the first committee meeting. ASCCC staff and executive committee member Stankas to act as resources to the committee. A packet will be provided to the Periodic Review Committee that provides a list of resources identified in the original document.

Action

Schedule breakout surrounding the Periodic Review through Stankas and Mica at the 2017 Spring Plenary Session.

M. Community Practice for Supporting Formerly Incarcerated Students

Members briefly discussed the approval for a community of practice for supporting formerly incarcerated students. At the 2016 Spring Plenary Session, many faculty members from the Los Angeles and Peralta districts committed to participating in a community of practice for the formerly incarcerated student intake and has since gotten the attention of faculty from San Diego and City College of San Francisco. The intention is to develop these communities of

practice for colleges to share across California.

Members suggested developing a mini task force to help organize and develop materials for the community of practice's key items. Once the materials are established, it was suggested to fold the work into an existing committee or create a new committee.

MSC (Freitas/McKay) to approve developing a task force to develop pieces to put into a community of practice across the State of California.

N. ACCJC Request for Support Letters from Administrators and Faculty in the California Community Colleges

Members discussed the Accrediting Commission for Community and Junior Colleges (ACCJC) request for support letters from faculty in the California Community Colleges (CCC) and how to best advise the faculty regarding the ACCJC's request. The letter sent out by the ACCJC is in response to a compliance report requirement and seeks to demonstrate that the ACCJC is "widely accepted" by the faculty and administrators of the CCC. A template letter was distributed to the CEOs, ALOs, and faculty to sign and return to the ACCJC. If the ACCJC does not receive the support from the CCC, it may impact their ability to serve as the accrediting commission to the faculty.

Members noted that they have been contacted by faculty who were looking for guidance about how to respond to the ACCJC's request. Members suggested a potential statement letter to the field from the Academic Senate providing guidance to their individual response letters to the ACCJC. It was also suggested the Academic Senate prepare a letter to the U.S. Department of Education (USDE) and the National Advisory Committee on Institutional Quality and Integrity (NACIQI) in December.

MSC (Freitas/S. Foster) to approve President Bruno drafting an email to the senate presidents expressing that the Academic Senate is preparing to send a letter to NACIQI in December. Included in the email will be guidance to the body on their individual response letters to the ACCJC.

MSC (Freitas/Goold) to approve President to bring back draft response letter to NACIQI regarding the ACCJC on behalf of the body of the California Community Colleges. Letter to be sent to NACIQI in December 2016.

Action

Adams will provide website links.

O. Exemplary Award Theme

Members discussed the theme for this year's Exemplary Awards. Many suggestions were suggested around innovation given the Strong Workforce implementation priorities. The board decided on the theme of the awards to be *Innovations in Closing the Equity Gaps*.

MSC (Stankas/Goold) to approve theme “Innovations in Closing the Equity Gaps” for 2016 – 2017 Exemplary Award.

Action

The Exemplary Award application will be updated, posted on the website, and included in the emailing of the application by the end of August.

- P. Common Assessment Initiative Update** Members were updated on the current status of the Common Assessment Initiative (CAI). The initiative continues its work from the past two years on the development of a comprehensive assessment platform. The approval of this platform was to take place in July/August of this year. The assessment for placement was scheduled to go live in 37 colleges across California this fall. However, questions have since come up from the approving committee at the Chancellor’s Office surrounding the data collected to prepare the validation package for the new test. The CAI will be meeting on August 23, 2016, to discuss action from the Chancellor’s Office and the future of the project.

V. DISCUSSION

A. Chancellor’s Office Liaison Report – Jackie Escajeda

Dean of Curriculum and Instruction, Jackie Escajeda thanked the Academic Senate for their support in her new position and updated members on the following system-wide issues and projects.

- The Chancellor’s Office (CO) received a lot of positive feedback regarding the recent Curriculum Institute held by the ASCCC. The preconference was a very successful partnership.
- Basic Skills Initiative ó The CO is suspending the requirement for colleges to submit plans for the BSI, SSSP, and Student Equity for 2016 -17 only. Further investigation will take place to see how the CO can merge all three plans. The budget for the initiative was laid out for the next two years with the revision of the plan a key item for the remainder of the year.
- The CO teamed up with IEPI and will be hosting a two-day summit in August to assist colleges with the implementation of the Basic Skills and Students Outcomes Transformation Program.
- ADT Development Obligations ó the CO hired Kevin Olsen who has a history in fire technology. There are 2,054 active ADTs, of which 28 were approved in July, with 148 revision requests sent back to the colleges.
- Baccalaureate Degree Summit took place in July at CSU Fullerton and was well attended. Nine colleges will begin offering baccalaureate degree pilot program classes this fall and another six will begin offering the classes by Fall 2017.
- The Early/Middle and Dual Enrollment Programs Conference will take place in Ontario at the DoubleTree Hotel, from October 27-28, 2016.
- Inmate Education ó Four California Community Colleges were recently chosen to participate in the program.

- The Program Course Approval Handbook (PCAH) was presented to the BOG in July and received support from the board. The next step will be to complete the submission guidelines. The CO Communications Division will do the final editing and formatting to both the PCAH and the submission guidelines.
- The CO held a public safety meeting in July which was well attended and are looking to host a second meeting on September 23rd at Santa Ana College. The focus of the meetings is to continue the training on basic practices and work with all of the colleges together to follow the same guidelines.
- Stand-Alone Course Credits was taken to the BOG in July for its second reading and approved the proposed regulations amendment. It was sent to SACC for discussion on how to roll out the plan.
- The CO will be hosting two workshops with support from IEPI, Student Services, and Academic Affairs to align financial aid and curriculum.
 - Thursday, September 22nd at the Hilton Irvine in Orange County
 - Monday, September 26th at the Sheraton Grand in Sacramento.

The Academic Senate publicly acknowledged Jackie's success in her new position as the Dean of Curriculum and Instruction and thanked her for her efforts this past year.

B. Board of Governors/Consultation Council

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

- The Chancellor's Office announced Eloy Ortiz Oakley was named Chancellor of the California Community Colleges. His position is set to start December 2016. Erik Skinner will continue as the Interim Chancellor until then.
- High School Articulation was pulled until September.
- Report on Open Education Initiative (OEI) spending was approved.
- A special trustee as an advisor was reappointed, territory is from Redwoods CCD to Mendocino Lake CCD.
- The first reading of Satisfactory Academic Progress took place.
- Veterans services update included a presentation by Las Positas and Fullerton students. It was announced that 40% of all GI funding goes to the University of Phoenix. This will be a priority discussion for the BoG for the next year.

C. Strong Work Force Implementation

An update was provided on the progress of the implementation of the Strong Workforce Implementation, formerly the Task Force on Workforce, Job Creation, and a Strong Economy. In 2015, the Board of Governors approved 25 recommendations and since then, a number of activities have taken place,

including how to provide the legislature with continuous updates on the progress being made.

Members suggested a page on the ASCCC website be designated for the Strong Workforce Implementation to show the movement being made in each area.

Action:

Staff will develop a page on the ASCCC website to how our work on the Strong Workforce is being accomplished.

D. Technology and Telecommunications Advisory Committee Update

Item moved to VI. B. iii.

E. Optimizing the Statewide Value and Opportunity of Digital Textbooks for Community Colleges – 20 mins., Adams (*Time Certain 11:00 a.m. 8/19*)

Marlene Garcia from Apple Education gave a presentation on *Optimizing the Statewide Value and Opportunity of Digital Textbooks for Community Colleges* focusing on how the ASCCC can help support the Z-textbook initiative and how technology can be used in the community colleges. Ms. Garcia highlighted the changing digital textbook market, the political pressure to reduce textbook costs for students, and how faculty can lead the discussions throughout the state.

It was suggested the ASCCC partner with the Chancellor's Office to begin discussions on how to best implement the Z-Textbook Initiative that was funded in the Governor's 2016-17 budget. Once implemented, the ASCCC will be the pioneer for the rest of the country, in six key areas; curation and content, professional development, technical assistance, evaluation data and continuous course improvement, creative commons and copyright, and sustainability and training.

Members were invited to come to Apple's headquarters in Cupertino to have further discussions and additional workshops to discuss platform issues and issues associated with the technology move.

F. System Advisory Committee on Curriculum Update

Members were provided with an update on the numerous resolutions and responsibilities assigned to the System Advisory Committee on Curriculum (SACC) that took place over the past two years. Considerable progress has been made to the requests with the assistance of the Chancellor's Office, the CIOs, and other stakeholders. Members were provided with a summary of all the activities and issues the committee conquered over the past two years. Included in the progress was the approval of the revision to the Program and Course Approval Handbook (PCAH). In July, the 6th Edition was accepted by the Board of Governors. Additionally, the creation of the new SACC charter took place and the completion of several outstanding resolutions.

G. California State University Task Force on Quantitative Reasoning

Members discussed the final Quantitative Reasoning Task Force (QRTF) report regarding the alternative pathways to meet the quantitative reasoning requirement. The CSU Academic Senate requested an intersegmental task force to assist in evaluating the requirement. This taskforce included representatives from all levels of education, including the ASCCC and political figures.

Members discussed the various challenges students could face in order to enter college to obtain their baccalaureate degree. Particularly, concerns over students' ability to retain their math skills if they were to test out their sophomore year of high school.

The intersegmental taskforce met to evaluate the requirements and has since come up with recommendations. These recommendations will go back to the CSU Senate at the fall plenary with the intention that they will be adopted.

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

A. Standing Committee Minutes

- i. Educational Policies Committee, Davison
- ii. Online Education Committee, Davison

B. Liaison Reports

- i. CA Education Round Table Intersegmental Coordinating Committee, Stankas
- ii. General Education Advisory Committee Annual Report, Stankas
- iii. Technology and Telecommunications Advisory Committee Update, Freitas

C. Senate and Grant Reports

VII. ADJOURNMENT

The meeting was adjourned at 1:27PM

Respectfully Submitted by:

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

Orientation: Members discussed the most effective means of communication in meetings and committee groups; the Executive Committee discussed the creation of Community Norms to be adopted by the group, with methods for communication (including the use of cards) to be used on a trial basis.

MSC (Davison/Slattery-Farrell)