



Friday, January 6 – 7, 2017

I. ORDER OF BUSINESS

A. Roll Call

President Bruno called the meeting to order at 12:45 p.m. and welcomed members and guests.

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

Liaisons present: Jackie Escajeda, Dean, Chancellor's Office; and Shaaron Vogel, President, FACCC.

Board of Governors Faculty Nominations interviewees: Jeff Burdick, Clovis College; Jolena Grande, Cypress College; Daniel Keller, Los Angeles Harbor College; Man Phan, Cosumnes River College; and James Woolum, Citrus College

B. Approval of the Agenda

Item IV. G. Periodic Review Process Evaluation was added to the agenda.

MSC (McKay/Aschenbach) to approve the agenda as amended.

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.

D. Calendar

Members discussed the calendar.

E. Action Tracking

Adams informed members that she will contact members individually regarding status of items in an effort to update the Action Tracking sheet.

F. Local Senate Visits

Members updated the Local Senate Visits spreadsheet.

G. Dinner Arrangements

Members discussed dinner arrangements.

II. CONSENT CALENDAR

- A. November 30, 2016, Meeting Minutes**
- B. Resolution Assignments**
- C. Curriculum Regional Workshops Agenda**
- D. Accreditation Institute Program**
- E. Diversity in Faculty Hiring Regional Meeting, February 10 and 11, 2017**
- F. Legislation and Advocacy Pre-Session to Leadership Institute**
- G. ACCJC Conference in April 2017**

MSC (Goold/Aschenbach) to remove Items E and G from the Consent Agenda.

Item II. E. Diversity in Faculty Hiring Regional Meeting

Members discussed the regional meetings.

MSC (May/Davison) to approve the Regional Meeting agenda.

Item II. G. ACCJC Conference in April

A question was raised regarding the specificity of the agenda item and its requirement that either the president and/or the Accreditation Chair should attend the conference. It was suggested that in the future, agenda items should make recommendations but allow the president to have final approval of who should participate.

MSC (Stankas/Goold) to participate in this conference with the president determining who should attend the event and approve the proposals.

ACTION:

- A. Finalize minutes and post to the website.
- B. Resolution assignments will be posted to the website and included on each committee's spreadsheet.
- C. The Curriculum Workshop Regional Meeting agenda will be posted to the ASCCC regional workshop webpage.
- D. The Accreditation Institute Program will be posted on the website, formatted for publications, and shared with the field to garner more participation.
- E. The Diversity in Hiring Regional Meeting agenda will be posted to the ASCCC regional workshop webpage.
- F. The Legislative and Advocacy Committee will work on developing the program for the pre-session and bring back to the Executive Committee for consideration for approval.
- G. The president will work with the Accreditation Committee Chair to determine the presentations for the ACCJC Conference including approval of the presenters.

III. REPORTS

A. President's/Executive Director's Report

Bruno attended the IEPI Executive Committee, Advisory Committee, and IEPI Pathways Summit. IEPI is working on developing mini Partnership Resource Teams (PRTs) for the Strong Workforce Program (SWP) to assist colleges in plan development and implementation as well as connecting the SWP plans to integrated planning efforts. Executive Committee members raised concern with the development of numerous focused PRTs. Since the PRT structure is in place, colleges could request a PRT on specific topics without the need to create specialized PRTs.

Members asked how the PRTs fit with the work that other organizations are doing, such as the ASCCC Technical Assistance on Governance (Collegiality in Action) in partnership the League and Curriculum Technical Assistance in partnership with the CIOs, the Association of Community and Continuing Education (ACCE) noncredit technical assistance, and the ASCCC Minimum Qualification training. Bruno stated that the IEPI Executive Committee continues to discuss the need to maintain branding for organizations by clearly designating the content providers, particularly those who provide support and deliver content. IEPI should facilitate the work of other organizations rather than duplicate efforts, which undermines the work of the organization. Bruno noted that the difficulty is when the audience includes not just faculty but CIOs, CSSOs, and other college community individuals; IEPI views their role as facilitating the collaboration. ASCCC should and will take the lead when the topic is clearly within the faculty purview.

The ASCCC did not receive funding for its proposal submitted for the IEPI Leadership grant. There will be another opportunity to submit a proposal for IEPI Leadership grants in March. Along with other organizations, the ASCCC raised concerns about the grant process. Little to no information was provided explaining why specific proposals did not receive funding. Initially, IEPI communication regarding the grants suggested that the process was not a competitive process, however, when the grants were awarded, it appeared that the process was indeed competitive. Had communication clearly noted that the grants were competitive, the proposals may have fared differently.

IEPI P3 workgroup met and discussed the Applied Solution Kit (ASK), specifically the vetting of the ASK content. The ASKs are promoted as effective practices but data is not yet available which demonstrates their effectiveness. This is problematic since it is misleading to colleges. During the P3 meeting, it was requested that the vetting process be publicize so that users of the ASKs may be confident in their efficacy. The ASCCC has also been in contact with the Professional Learning Network (PLN) regarding the vetting of the ASKs and other content. The faculty working with the PLN stated that there were not as many submissions to the PLN as desired. The ASCCC will work with the PLN to help structure the vetting process. Additionally, the ASCCC is working with the

PLN to submit some of the Senate's resources ó papers, presentation, etc. ó that are effective practices. It was discovered that the PLN utilizes a creative commons license that would allow anyone to modify the resources without attribution to the original author or keeping with the original intent of the resource. The ASCCC does not support having changes made without consent so the officers determined that it is in the best interest of ASCCC to use a creative commons license that would protect the resources of the ASCCC while contributing to the PLN. The creative commons would allow the commercial and non-commercial use of ASCCC resources with attribution and in its original publication.

ACTION:

Adams will work with the PLN to implement the creative commons license that will protect ASCCC resources on the PLN.

Bruno also participated in the IEPI Pathways presentation, met with Chancellor Eloy Oakley, attended ICAS, ICC, and chaired the recent ICAS meeting.

Adams reported on operational issues including the need for Hayward Award winners, staff retreat, new staff hire, and staff maternity leave.

B. Foundation President's Report

The Foundation is holding its first orientation this month. The current directors determined that an orientation would be beneficial to the new Foundation directors elected during Fall Plenary. After the orientation meeting, the Foundation Board will hold a regular meeting to plan future events, including Spring Fling.

C. Chief Instructional Officer Liaison Report

The CCC Chief Instructional Officers Liaison provided a written report.

D. Liaison Oral Reports *(please keep report to 5 mins., each)*

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.

FACCC President Vogel updated members on a number of FACCC activities including an upcoming conference for counselors.

IV. ACTION ITEMS

A. Legislative Update

The Legislative and Advocacy Committee Chair briefly updated members on recent legislative activities. Most of the bills introduced to date are spot bills while some are urgent bills.

B. Board of Governors Interviews

The Executive Committee serves as a screening committee to recommend candidates to the governor for the faculty representative positions on the Board of Governors. The Executive Committee interviews applicants to determine their suitability in serving on the Board of Governors. While interviewing applicants, members should focus on the faculty member's knowledge and their regard for the faculty perspective in California community colleges. As a reminder, the faculty is not a representative of the ASCCC, but instead will bring the faculty perspective to the Board of Governors. Thus, the candidates sent to the governor for consideration should be knowledgeable about the mission of the California Community College System, understand how the system operates, be familiar with the ASCCC, its role within the system, have some experience with the ASCCC, and understand how the ASCCC functions. The Executive Committee went into closed session to conduct the Board of Governors interviews.

President Bruno reported out of closed session on the following candidates to forward to the governor:

Jeff Burdick, English, Clovis College
Jolena Grande, Mortuary Science, Cypress College
Man Phan, Business, Cosumnes River College

MSC (Stankas/Davison) to forward the above candidates to the governor.

ACTION:

- All interviewees will be notified and provided feedback based on conversations in closed session.
- A letter will be sent to the governor informing him of the ASCCC recommendations.

C. Instructional Design and Innovation Draft Program

The Executive Committee discussed the program for Instructional Design and Innovation Institute (IDII). There are four themes to the program: 1) Faculty Development; 2) Campus Culture of Innovation and Leadership Development; 3) Cultural Competency and Curricular Design; and 4) "wildcard", which includes proposals that may not fit the other three themes but are worthy of inclusion in the program. Currently, eight proposals were received. Executive Committee members were encouraged to identify additional topics by reaching out to the Basic Skills Innovation grantees, IEPI, ACCE (noncredit), Educational Planning Initiative (EPI), Online Education Initiative, Exemplary Award winners, as well as considering innovations in counseling and Strong Workforce Programs, etc.

Last year's institute was the first to use the call for proposals process. Executive Committee members were assigned facilitation duties but were not given any instructions about what the task of facilitation included, which resulted in some

breakouts that were not well developed or countered ASCCC positions. This year, facilitators (Executive Committee members or committee members) will be provided instructions for how to coordinate the breakout sessions to ensure the quality of the sessions.

MSC (Slattery-Farrell/Aschenbach) to approve the direction of the program as discussed.

ACTION:

- Executive Committee members will reach out for additional presentations.
- Program will come to the next meeting for consideration for approval.

D. CTE Regional Meeting Agenda

The Chancellor's Office funded CCCAOE to host 30 spring regional meetings across the state to discuss how colleges are developing their CTE programs. CCCAOE has identified this effort as "More and Better CTE." The audience for the regional meetings are CIOs, CSSOs, deans, faculty, and others and includes topics such as pathways, curriculum, and Strong Workforce Program recommendations. The ASCCC CTE LC chair is consulting with the planning group and will be assisting in determining the agenda for the events. Concern was raised regarding how much the ASCCC should engage in the work given the workload requirement the regional meetings would include. It may be best if the ASCCC help shape the agenda and then allow CCCAOE to execute the events. The ASCCC and CTE LC could attend and encourage CTE Liaisons to attend the regional meetings. It was also noted that canceling the ASCCC's regional meetings makes sense, so as to not duplicate efforts.

ACTION:

- Slattery-Farrell will continue to consult in shaping the agenda with the understanding that this is a CCCAOE activity funded through the Chancellor's Office and not an ASCCC function.
- Communication to the field about the events will be developed to ensure that there is no misunderstanding regarding the role of the ASCCC in this event.

E. 2017 Spring Plenary Session Theme

Members discussed the theme for the upcoming 2017 Spring Plenary Session and agreed to the following theme "Creating Space for Collective Voice: Dialogue and Discourse".

MSC (Smith/Beach) to approve the theme "Creating Space for Collective Voice: Dialogue and Discourse".

F. Course Outline of Record Paper Update

The Executive Committee provided feedback to the Curriculum Committee chair on the revised Course Outline of Record (COR) paper. It was noted that although related to course outlines, the breadth and depth of information now required on

student learning outcomes is outside the scope of the COR paper. Members discussed the need to provide specific resources, including a paper, on student learning outcomes. The COR paper will return to the next agenda for consideration and approval.

G. Periodic Review Evaluation

The process for the ASCCC Periodic Review was approved by the body but the related documents contained little guidance on how the evaluation should be conducted. The Periodic Review Committee is submitting its final report to the Executive Committee during the February meeting. The officers determined that it would be helpful to have the Periodic Review Committee members complete a survey to evaluate the process prior to the presentation of their final report. With the process being new, it is important to evaluate its efficacy and provide feedback on strengths and weaknesses. The intention is not to evaluate the committee, but rather to assess the process as a whole and make the needed improvements.

MSC (Goold/McKay) to approve the survey with the Executive Committee, pending any additional changes in the next few days.

ACTION:

The survey will be sent to the Periodic Review Committee prior to the receipt of their report.

V. DISCUSSION

A. Chancellor's Office Liaison Report

Dean Jackie Escajeda provided members with an update on Chancellor's Office activities.

There are currently 2,097 active ADTs; however, the Chancellor's Office review and approval remains backlogged. Academic Affairs is working on hiring a retired annuitant ó Ken Nather, who previously worked with the division on ADTs ó to assist with the backlog. The Chancellor's Office staff is discussing streamlining the ADT approval process, particularly from the local college perspective. Nather has both local college and Chancellor's Office experience and would be helpful in informing the improvement of the ADT approval process. Escajeda noted that the ASCCC including the lead for C-ID and the Chancellor's Office staff would have an initial conversation about the current process and possible improvements.

The Chancellor's Office negotiated with Mt. San Antonio College to continue as the fiscal agent for the C-ID grant until June 2017. In May, the Chancellor's Office plans to release an RFA to seek a new fiscal agent for C-ID. Adams noted that the ASCCC is currently developing a business plan for C-ID that would provide the vision of sustaining and growing the C-ID system.

The 5C Curriculum workgroup is making significant progress in streamlining the curriculum process. The group, comprised of ASCCC, CEOs, CIOs, deans, local curriculum committee chairs, curriculum specialists, and Chancellor Office staff, will make recommendations to the Board of Governors at its January meeting regarding revisions to the Chancellor's Office curriculum process. The current focus of the workgroup is on credit courses and awards including degrees and certificates. Additionally, recommendations for Title 5 changes will be made by March. The next work for this group will be noncredit and ADTs.

The Baccalaureate Degree Pilot Program held a meeting in December that focused on financial aid; Financial Aid Directors and Admissions and Records Officers were invited. The meeting was well attended and the outcome was positive. The next workshop will be in January and will focus on articulation. In March, the National Baccalaureate Conference is taking place in San Francisco. Stankas, Walker, and Escajeda are on the opening panel.

Phase I of the technology for the Curriculum Inventory has begun and was planned to be available by January. However, because of significant delays, there is some doubt that Phase I will be ready and available in January. There are 25 pilot colleges anxious to begin using the system. The Chancellor's Office will begin meeting weekly with the technology team.

The Executive Committee discussed the Chancellor's Office staffing and possible future changes and hires.

The Chancellor's Office just awarded the Z-Degree grants. Twenty six colleges applied and 22 were awarded. The original intent of the task force was to set aside a certain portion of the \$4.5 million for the next round; however, the group ended up awarding much less than anticipated, therefore additional funds are anticipated for the 2018 ó 19 grants. The reading group was comprised of faculty representatives including Distance Education Coordinators. It was noted that the legislation requires a report to the legislature of how many successful students have completed a Z degree by 2018, which would prove to be difficult, as data will not be available by that time. For example, the college that is furthest along will implement their Z-degree in Fall 2017 ó only one year prior to the 2018 report. Students cannot retroactively join the degree if they have taken any course in which they purchased a textbook.

The effort to integrate SSSP, student equity and basic skills reporting is moving forward. A group of faculty, CSSOs, CIOs, CEOs, Chancellor's Office solicited input on a new template. The group had a philosophical discussion about what the Chancellor's Office needs to collect to report to the legislature and public versus what the colleges feel like the Chancellor's Office should collect. A subgroup is working on crafting recommendations to bring back to the larger group.

B. Strong Workforce Recommendations: Progress and Next Steps

The Executive Committee discussed the Strong Workforce Program (SWP) Recommendations and how best to track the progress. Currently, the recommendations are listed on each committee's resolution worksheet. Bruno noted that she will need to provide updates on what the ASCCC has done to accomplish the recommendations.

ACTION:

- Adams will review the spreadsheets for accuracy and create a folder for members to update status ó ensuring access by all;
- Adams will develop written directions on how to access the drive and update the file and send an email to members;
- Executive Committee members will update the spreadsheet with status upon receiving the email from Adams and then each month by the Executive Committee deadline;
- Executive Committee will review the Doing What Matters spreadsheet (<http://doingwhatmatters.cccco.edu/StrongWorkforce/ProjectPlan.aspx>) to be informed on the progress made by the Chancellor's Office in areas each member is responsible for and update the spreadsheet as appropriate.
- A reminder will be included on the calendar agenda item each month.

C. Executive Committee Members Discussion

The Executive Committee discussed current workload challenges. Members were asked to respond to a questionnaire about workload priorities prior to the meeting however, not all questionnaires were submitted. Members will submit the completed questionnaires to be reviewed and consider adjustments.

D. Update on Common Assessment Initiative

The Executive Committee was updated on current conversations with the Chancellor's Office regarding the Common Assessment Initiative. There is a meeting in January to discuss next steps in the process. Once more information is known, the Executive Committee will be updated.

E. AB 1985: Advanced Placement Examination Course Credit Policy for the California Community Colleges

The Executive Committee discussed AB 1985 (Williams, 2016) which requires the Chancellor's Office, in collaboration with the ASCCC, to create, adopt, and implement a policy on Advanced Placement Examination general education course credit (not for the majors) for the California community colleges.

F. Budget Performance

The Executive Committee was updated on the budget performance for the second quarter. Adams noted that there are some items that might exceed the budget because of external factors. For example, the Executive Committee and Standing Committee budget line items are over the projected six-month amount because of

higher than anticipated hotel and travel costs. Sacramento room rates are well over \$200 compared to the past rate of \$135. Members discussed the budget performance.

A question was raised regarding how the ASCCC dues are structured. The ASCCC dues are based on the Chancellor's Office staffing report ó currently 2015 ó 16. This year's dues equate to \$9.73 per faculty, which is lower than most membership organizations. It was stated that about 10 years ago, the Executive Committee at the time agreed to raise the dues by 5% each year to address the cost of living; this year that would amount to an increase of roughly \$13,000 in total. It was noted that the ASCCC dues structure has not been modified since the recommendation to raise the dues by 5%. Currently, the ASCCC receives a total of \$350,000 in dues. Comparatively, the CCLLeague members (CEOs) pay dues of more than \$1.7 million. Members recommended that the Budget and Finance Committee review the dues structure.

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

A. Standing Committee Minutes

1. Accreditation and Assessment Committee, Rutan
2. Curriculum Committee Minutes, Davison
3. Educational Policies Committee Minutes,
4. Standards and Practices Committee, Freitas

B. Liaison Reports

1. CalPass Advisory Minutes 12.07.16, Freitas
2. Faculty Association of California Community Colleges Minutes 11.18.16, Freitas
3. NSSSPAC Minutes 11.11.16, Quiaoit
4. SSSPAC Minutes 11.08.16, Jamshidnejad

C. Senate and Grant Reports

1. GEAC, May

VII. ADJOURNMENT

Respectfully submitted by
Julie Adams, Executive Director
Dolores Davison, Secretary