**EXECUTIVE COMMITTEE MEETING**

*Cerritos College – Friday, January 8, 2016*

*Sheraton Cerritos Hotel – Saturday, January 9, 2016*

**Friday, January 8, 2016 – Saturday, January 9, 2016**

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

President Morse called the meeting to order at 12:30 p.m.

Members present: J. Adams, C. Aschenbach, R. Beach, J. Bruno, D. Davison, A. Foster, J. Freitas, G. Goold, V. May, W. North, C. Rico, C. Rutan, C. Smith, and J. Stanskas.

Liaisons present: Dahlia Salem, SSCCC.

Guests present: Dan Crump, American River College; Jolena Grande, Cypress College; Michelle Lewellen, Cerritos College; and Pete Snyder, Fullerton College.

* 1. **Approval of the Agenda**

The agenda was approved by consensus.

* 1. **Public Comment**

Dr. JoAnna Schilling, Vice President of Academic Affairs/Assistant Superintendent, Cerritos College, welcomed the ASCCC Executive Committee and thanked members for all they do on behalf of faculty and students statewide.

Michelle Lewellen, Cerritos College local senate president, informed members that Cerritos College has recently hired 12 new counselors – 2 tenured and 10 untenured – using SSSP and equity funds. Morse noted that Chancellor Harris mentioned at the Board of Governors meeting that these funds should not be used to hire non-tenure track faculty and asked members to alert him if they hear about other colleges who are doing the same. He will follow up with Vice-chancellor Walker.

* 1. **Calendar**

Members were reminded of deadlines for the January *Rostrum* articles, Executive Committee agenda items, and ASCCC events.

* 1. **Action Tracking**

Member were asked to review the items on the Action Tracking and send updates as necessary.

* 1. **Dinner Arrangements**

Members were informed of dinner arrangements.

1. **CONSENT CALENDAR**
   1. **November 4, 2015 Meeting Minutes**
2. **Noncredit Regional Meetings**
3. **Professional Development College Modules**
4. **Professional Development College Module on Peer Review**
5. **Personnel Manual**
6. **Online Education Regional Meetings**
7. **Curriculum Technical Assistance Visits**
8. **AA to MA Program**
9. **The Best of the *Rostrum***
10. **Strategic Plan Status**
11. **Spring 2016 Annual Report**
12. **Audit Fee Survey**

**MSC (Rutan/Davison) to approve the consent agenda as amended.   
  
Action:**

* Item A: Staff will post the approved November minutes to the ASCCC website.
* Item C: Staff will work with the Noncredit Committee to schedule the Noncredit Regional meetings. Dates and locations will be posted to the ASCCC online calendar. Noncredit Committee chair will bring an agenda to a future meeting for approval.
* Item D: The Faculty Development Chair and Executive Director will work with committee chairs in facilitating the completion of the modules as approved.
* Item E: Resolution 19.03 S13 will be reassigned to the Educational Policies.
* Item F: Staff will post the approved Employee Handbook and provide employees with a revised copy.
* Item G: Online Education Regional Meetings will be finalized and posted on the website. Meetings will be posted on ASCCC online calendar.
* Item I: Staff will post the curriculum visit costs and process on the ASCCC website. These curriculum visits will be promoted more broadly.
* Item J: The president will inform the Chancellor’s Office that the ASCCC will participate in the AA to MA program.
* Item K: Each standing committee (not just chairs) will review the *Rostrum* articles for inclusion in the *Rostrum* compendium that follows the following criteria: Philosophical or dealing with standing ASCCC principles; offer guidance that can apply to any time period (regardless of the context of the original publications); or deal with issues that are perennial faculty concerns not bound to a specific time period.
* Item L: Executive Committee members will review the ASCCC Strategic Plan and provide written updates of assigned actions to the Executive Director no later than **January 31st**. These updates will be used to inform the ASCCC spring annual report.
* Item M: Executive Committee members will provide the executive director a paragraph for the annual report using the topics listed in the January agenda as well as other topics members felt relevant. These topics are due by **February 27th** to the executive director.

1. **Resolution Assignments**

Members briefly discussed the resolutions assignments.

**MSC (Freitas/North) to approve the resolution assignments with the understanding that the president will work with committee chairs to modify assignments as necessary.**

**Action**

Members will provide the president and executive director with any suggested modifications to the resolution assignments.

1. **Accreditation Institute**

Members were informed of the planning for the upcoming Accreditation Institute and a request from ACCJC to participate in the event. It was noted that a few years ago ACCJC volunteered to participate in the Accreditation Institute but then pulled out at the last minute. If ACCJC agrees to present, the committee should have a backup plan in case they pull out again.

**MSC (Beach/North) to approve the first reading of the Accreditation Institute program allowing ACCJC representatives to participate as appropriate and to restructure the current program to accommodate a panel on the Consultation Council Accreditation Task Force Report.**

1. **REPORTS**
   1. **President’s/Executive Director’s Report**

Members were reminded that the Accreditation Taskforce recommended and the Board of Governors approved the recommendations of the taskforce. The original taskforce membership was augmented with additional CEOs and Thuy Nguyen, Vice-chancellor of Legal Affairs, to form an implementation team. This new team met with ACCJC on Wednesday in closed session to understand from ACCJC how it would respond to the taskforce recommendations. After receiving the response from ACCJC, the taskforce will prepare a recommendation to the Board of Governors on next steps for accreditation of California community college.

The Board of Governors approved the search firm and process for identifying a new chancellor. The Board of the Governors has formed a search committee – mostly comprised of sitting board members, David Morse, ASCCC President (alternative Julie Bruno, ASCCC Vice-president), Keetha Mills (Foundation CEO), and Larry Galizio, Community College League of California President and CEO (alternative Brian King, Chancellor Los Rios).

The Chancellor’s office is working on creating a pathway from AA to MA to incentivize our students to go into teaching at a CCC. Vice-chancellor Thuy Nguyen is spearheading this work. The ASCCC has been asked to participate as noted under the consent item on this pathway.

The EEO and Diversity Advisory Committee met to discuss the implementation of the nine metrics identified to measure success, which will be phased in over time. The metrics are on the Consultation Council agenda in November. The final set of multiple methods will be presented to the Board of Governors at its January 2016 meeting for consideration.

The ASCCC is currently having challenges in transitioning C-ID to a new district even though we thought everything was going well at our last team meeting. The Chancellor’s Office is working with Mt. San Antonio College to resolve issues. Given some of the difficulty, the Chancellor’s Office is also seeking alternatives to funding through a district. We will keep the Executive Committee informed.

The ASCCC staff continued to work with CCCAOE and the Chancellor’s Office to hold the CTE Curriculum Academy January 14 – 15, 2016, in Napa. Over 200 faculty, staff, administrators, curriculum chairs, deputy/sector navigators, and Chancellor’s Office staff are registered. We anticipate that this event will be more interactive than last year’s event. Napa Valley will be showcasing their Viticulture program and provide attendees with wine samples.

Adams updated members on staff changes and event registrations. She noted that many of the other items staff have been working on are on the current agenda for discussion.

Finally, Adams reported of Doug Sabiston, ASCCC Senator Emeritus, passing and his memorial service. Both Smith and her attended the memorial on behalf of the ASCCC. She provided a eulogy to recognize Doug’s contributions to the state and his local campus. The eulogy will be published in the *Rostrum.*

* 1. **Foundation President’s Report**

Members were updated on the activities of the Foundation.

* 1. **Liaison Oral Reports**

SSCCC President Salem provided members with Student Senate activities including the March in March and upcoming General Assembly. She noted that the SSCCC has concerns with students not having a role on the Chancellor’s Office search committee and with the implementation of the Fall 2016 Board of Governors Fee Waiver changes (SB1456). The concern with SB1456 is mostly because there is no appeal procedure. The SSCCC is requesting that the

Chancellor’s Office push the implementation data until 2018 so that financial aid offices can be updated on the changes. Members discussed the student’s concern with not having a student on the Chancellor’s Office hiring committee.

1. **ACTION ITEMS**
   1. **Legislative Update**

The legislature is on recess so no new action has occurred since the last Executive Committee meeting. The last day to introduce legislation is February 19th. Bruno reminded members that the ASCCC Legislative Agenda was approved at the November 4, 2016, Executive Committee meeting. Since that meeting, the Legislative and Advocacy Committee met and proposes to hold an ASCCC legislative day on May 9, 2016.

**MSC (North/Foster) to approve the May 9th ASCCC Legislative Day.**

**Action**

FACCC Executive Director Jonathan Lightman will be invited to provide advocacy training on Friday, April 29, 2016, to the committee and the Executive Committee.

* 1. **Board of Governors Interviews**

In closed session, the Executive Committee conducted interviews for the faculty position on the Board of Governors. The Executive Committee reported out of closed session that the following faculty will be forwarded to the governor for consideration:Joseph Bielanski, current Board of Governors faculty member and a counseling faculty from Berkeley City College; Richard Mahon, humanities professor from Riverside City College; and Cynthia Reiss, Art History, West Valley College. Gregory Breyer will be encouraged to continue to participate in statewide activities and on committees.

By consensus, the Standards and Practices Committee will review the Board of Governors process to evaluate the effectiveness of the interview process and possible alternatives to this process.

**Action**

* Adams will alert the candidates about the action of the Executive Committee and send the governor the information.
* The Standards and Practices Committee will review the Board of Governor recruitment and interview process and report back to the Executive Committee at the May Executive Committee meeting.   
  1. **2016 Academic Academy**

Members were informed that the Chancellor’s Office has scheduled an event addressing equity and student services issues the same week as the Academic Academy in Sacramento—Monday through Wednesday. Since the topics might be the same as the Academic Academy, it will be important to distinguish the ASCCC event from the Chancellor’s Office. The theme of their event is “From Plan to Action.” May and Smith updated members on possible themes for the ASCCC event and highlighted possible topics. This item will come back to the next meeting for discussion and possible action.

* 1. **Update to the Equivalence to the Minimum Qualifications**

Members briefly discussed the Standards and Practices Committee revisions to the *Equivalence to the Minimum Qualifications* paper. By consensus, members argued that the paper should clearly state that the local equivalency committee is a committee of the local senate. While the current paper hints that the committee should be a local senate committee, it does not make a strong statement.

Members discussed the minimum qualifications for career technical education and the Board of Governor Task Force on the Workforce, Jobs, and a Strong Economy. By consensus, the Standards and Practices Committee will review the current revision for areas that might be modified to address the task force recommendations if possible. Robert Cabral, C-ID CTE Director, will work with the Standards and Practices Committee to address CTE minimum qualifications noted in the Board of Governors Taskforce on Workforces, Job Creation, and a Strong Economy recommendations.

**Action**

The Standards and Practices Committee will review the current revisions to the *Equivalence to Minimum Qualifications* to address the task force recommendations if possible.

* 1. **Online Education Initiative (OEI) Pilot Colleges MOU**

Members reviewed a draft MOU on the operation of the OEI course exchange between the OEI pilot colleges. The MOU is an agreement between the eight pilot colleges and provides details of the OEI course exchange reciprocity policies and business processes. All members on the OEI Steering Committee were asked to seek feedback from their organization prior to the next OEI meeting. The Executive Committee provided feedback, which will be shared with the OEI Steering Committee. No action taken.

* 1. **Local Curriculum Committee Visits and the Role of SACC**   
     Vice-chancellor Walker suggested at a recent System Advisory Committee on Curriculum (SACC) meeting that the committee should provide technical assistance to colleges on issues related to curriculum. ASCCC members of SACC questioned whether having SACC provide technical assistance would create confusion in the field since the curriculum is under the purview of the ASCCC and not SACC. Members were reminded that the Executive Committee approved a technical assistance process for curriculum in March 2015 and the costs for such a process was approved under consent on this agenda. Given current challenges from the field in the area of curriculum, the ASCCC should make available

curriculum technical assistance visits. Members agreed that the technical assistance process in curriculum should be implemented immediately. No action taken.   
  
**Action**

* The Senate Office will update the ASCCC website with the technical assistance process for curriculum.
* The ASCCC Technical Assistance service will be advertised more broadly.
* The Curriculum Committee chair with collaborate with the committee members, CCCCIOs, and president in developing a PPT presentation.
  1. **Attendance Accounting Issues**

Resolution 13.03 passed in Spring 2013 requested that the ASCCC address aligning attendance accounting for distance education classes with that for in-person classes. The issue noted in the resolution is the disparity in FTES for courses in the online versus in-person modalities at colleges that use compressed calendars. SACC has discussed this item but no action has been taken. After a brief discussion, members agreed by consensus that the chair of the Curriculum Committee will discuss at the CIO next meeting whether or not the CIOs see this issue as problematic.

**Action**

Freitas will discuss with the CIO board ideas for how to address Resolution 13.03 S13.

* 1. **2016 Spring Plenary Session Schedule**Members were reminded that the 2016 Spring Session will be held jointly with the CIOs, CSSOs, CCCAOE, and others. A majority of the joint program will be on Thursday and Friday. All organizations have been asked to modify their program so that the attendees will get the most out of the event. A draft program was provided to members that included possible modifications. Members discussed.   
       
     **MSC (Stanskas/May) to approve the program format as discussed.**

* 1. **Basic Skills Definitions**

Resolution 7.05 F14 urged the development of a standard definition for basic skills courses and is currently assigned to the Curriculum Committee. The committee discussed how to best address this resolution and requested that the Executive Committee provide guidance. The resolution resolved that we “urge the Chancellor’s Office to work with the Academic Senate for California Community Colleges to develop and use one standard definition for basic skills courses that can be applied to math, reading, and English and a separate definition for ESL courses that acknowledge that ESL can be non-degree applicable, degree applicable, or transferable.” A working definition exists in the “Poppy Copy” and the 2008 Basic Skills handbook but there is no “official” definition of basic skills for California community colleges, nor is there one for ESL. The Basic Skills Initiative and Senate lead effort to align CB21 coding has guidelines for funding of basic skills classes, but no standard applies to all colleges. Members were asked to consider if the Curriculum Committee is the best group to address this resolution or should it be SACC. Members discussed possible action.

**MSC (Davison/Aschenbach) to reassign Resolution 7.05 F14 to SACC.**

* 1. **Workforce Task Force Recommendation Implementation**Adams, Bruno, and Morse met with Vice-chancellor Van Ton-Quilivan, Lynn Shaw, and Paul Steenhausen to discuss the ASCCC’s role in implementing the 25 recommendations of the Board of Governors Task Force on Workforce, Jobs, and a Strong Economy. The item included in the agenda has been developed to summarize the recommendations and include possible partners, past resolutions and positions, 10 +1 areas, as well as areas where more direction is needed. An updated version was emailed to members containing the results of the conversation with the Vice-chancellor and others. Members discussed the recommendations and the ASCCC involvement in the implementation.

**MSC (Goold/Foster) to approve the recommendation implementation strategies.   
  
Action**

Adams will update the table with committee and Executive Committee assignments and timeline.

* 1. **Dual Enrollment Frequently Asked Questions**

The Educational Policies Committee developed a frequently asked questions for dual enrollment and implementation and requested feedback from the Executive Committee. The committee recommended that a *Rostrum* article be developed using the attached document and an FAQ be posted on the website. Member felt that the document should be shortened for the *Rostrum.*

**MSC (Davison/May) to publish an edited version of this document in the *Rostrum* and to establish a FAQ document for the website.**

* 1. **Launchboard**

The Chancellor's Office is planning to kick off a massive outreach campaign for the LaunchBoard starting in January. A number of groups – WestEd, RP Group, Regional Consortia, and other constituent groups will be participating in this work.  The ASCCC has been asked to partner with these groups to expand Launchboard to all 113 colleges. The general outline of the campaign has been established by the Chancellor's Office. The ASCCC would work with others to develop training on how LaunchBoard data can be integrated into local program review and curricular processes; to develop a day-long advanced training that helps people become more proficient in using the LaunchBoard; and to develop a LaunchBoard Fellows program who can do LaunchBoard training and technical assistance during 2015-16. The timeline for this work will begin in fall 2016 and spring 2017. There will be funding available for the ASCCC to participate in this work.

**MSC (Aschenbach/Goold) to partner with the Chancellor’s Office, WestEd, RP Group, and others to expand the LaunchBoard expansion.**

* 1. **Open Educational Resources**

The California Open Educational Resources Council (COERC/CA-OERC), which was created out of SB1052 (Steinburg, 2012) has been meeting regularly for almost two years with the intent of creating a plan to expand the use of Open Educational Resources (OER) in all three segments of post-secondary education in California. The council’s work on SB1052 concludes in December, although the council will be working on the new OER bill, AB798 (Bonilla, 2015). At the December 17, 2015 ICAS meeting, the council presented its final report on SB1052; all three of the ICAS leads asked that the report be truncated (from more than 30 pages to 3 pages) to report solely on SB 1052, and the council met on December 21 to discuss how to reduce the report and what to do with the original report; there is disagreement about this between members of the council, and it is possible that the CCC representatives will vote against publicizing the full report due to its inclusion of information that is either inaccurate or biased.

In its first two years, the council succeeded in identifying the 50 most subscribed courses between the three post-secondary segments, although several of those courses had poor or non-existent Open Education Resources (noted on the website---cool4ed.org). The council’s work also included vetting peer reviewers for extant OER materials, attending conferences and presenting on the COERC efforts, and publicizing the work of the council. Going forward in the work for AB 798, the council will be producing rubrics and reviewing applications from colleges and universities that wish to be incentivized to implement the use of OER materials (specifically textbooks), recruiting faculty advocates/ambassadors for OER, and continuing to publicize the purpose of the council’s work and OER usage. By consensus, Aschenbach, Crump, Davison will prepare guidelines for CCC faculty who would like to receive grants through AB798. ICAS will be informed about

Members discussed AB798 and the need for ASCCC to create its own initiative for developing online educational resources, particularly given the challenges ICAS has had with Ca-OER. If the ASCCC wanted to do something in this area, what would that look like? Staff members at the Community College League of California (CCLC) have also expressed an interest in doing something for community college faculty as well. By consensus, a task force will be formed including Aschenbach, Beach, Crump, Davison, Freitas, and Smith, as well as the CCLC and SSCCC. A report on the progress of this task force will be brought to the March Executive Committee meeting.

**MSC (Davison/Beach) to develop a proposal for a CC focused initiative on OER including Z degrees (zero cost textbooks).**

1. **DISCUSSION**
   1. **Chancellor’s Office Liaison Report**

No report provided.

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

Morse briefly updated members on the Board of Governors and Consultation Council meetings, particularly the Board of Governors approval of the 25 recommendations of the Taskforce on Workforce, Job Creation and a Strong Economy recommendations and conversations on accreditation.

* 1. **Part-Time Faculty Priorities**

The Part-Time Faculty Task Force has had some challenges in meeting because of schedules of the part-time committee members. Members discussed the challenges and ideas for engaging faculty. It was suggested that the Part-time Faculty Task Force be treated similarly to the CTE Leadership Committee members. For example, members of this committee are provided stipends or reassigned time and free ASCCC event registration to participate in statewide activities. By consensus, the Budget Committee will consider this suggestion when developing the ASCCC budget in March.

Members discussed how to deliver professional development for part-time faculty, particularly the skills needed to get a full-time tenured position. The question was raised about the need to understand how many part-time faculty are seeking full-time jobs versus those who are not and in what disciplines. The Chancellor’s Office Datamart does track full- and part-time by TOPs code, which could be used to determine the need for this type of professional development. By consensus, the Chancellor’s Office will be contacted to see if this information can be disaggregated.

Another idea is to hold an institute dedicated to part-time faculty professional development. This institute could have breakout sessions such as what it means to be a full-time faculty member, what are effective interviewing skills (i.e., mock interviews), as well as pedagogy, teaching modalities, etc. The ASCCC could also develop a mandatory Professional Development College module that would cover CCC terms, syllabus, and other basic information. We could partner with other groups such as FACCC and CCCAOE.

By consensus, the Part-time Task Force will develop a plan (long- and short-term) that includes activities, objectives, possible partnerships, and other ways to engage and improve professional development activities by May. In addition, all committees will consider Part-time faculty issues as they relate to topics assigned. Finally, committees should be careful not to cross the line between academic and professional matters and bargaining issues.

* 1. **ASCCC Audit**Adams presented the 2015 Fiscal Year audit and informed members that no findings were reported. She reminded members that the audit was no presented to the delegates in fall because the ASCCC was delayed in its audit preparation and the auditors were already scheduled to the end of the year. The audit will be presented to the delegates in spring.
  2. **Budget Performance**Adams presented the budget performance for the first half of the fiscal year and noted that the expenditures are on target with the proposed budget. Members discuss the budget performance.

1. **REPORTS** *(If time permits, additional Executive Committee announcements and reports may be provided)*
   1. **Standing Committee Minutes**
2. Faculty Development Committee, Rutan
3. TASSC, May
4. Curriculum Committee, Freitas
5. Accreditation and Assessment Committee, Beach
6. Legislative and Advocacy Committee, Bruno
   1. **Liaison Reports**
7. SACC, Freitas/Shearer
8. COERC, Davison
9. Open Education Resources Conference, Davison
10. EPI, Rico
11. OEISC, Freitas
12. SSSPAC, Adams
    1. **Senate Grant and Project Reports**
13. C-ID, Rutan
14. **ADJOURNMENT**

The meeting was adjourned at (time).

Adjourned at 1:00 pm.