**EXECUTIVE COMMITTEE MEETING FINAL MINUTES**

*Irvine Valley College, Wednesday November 12, 2014*

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

President Morse called the meeting to order at 1:00 p.m. and welcomed members and guests.

Members present: J. Adams, K. Braden, J. Bruno, P. Crawford, D. Crump, D. Davison, J. Freitas, D. Klein, M. Grimes-Hillman, W. North, C. Rico, C. Rutan, J. Stanskas, and J. Todd.

Liaisons: Cris McCullough, Chancellor’s Office; David Milroy, CPFA; Sharon Vogel, FACCC, and Pam Walker, Chancellor’s Office.

Guests: Cheryl Aschenbach, Lassen College; Steve Cirrone, Sacramento City College; Diana Hurlbut, Irvine Valley College; Terry Kohlenberg, San Diego Mesa College; Craig Justice, IVC; Ginni May, Sacramento CC; Michelle Sampat, Mt. San Antonio College; Kathy Schmeidler, IVC; Bob Urell, IVC; .

Staff: Linda Schlager-Butler, Senior Administrative Assistant

* 1. **Approval of Agenda**

Approved by consent

**MSC (North/Todd)**

* 1. **Public Comment**No public comment.
  2. **Calendar**

Members were alerted that articles for the next *Rostrum* are due on January 18, 2015.

* 1. **Dinner Arrangements**Members were informed that dinner was on their own.

1. **CONSENT CALENDAR**
   1. **Executive Committee October 11 – 13, 2014 Meeting Minutes**The Executive Committee discussed the consent Calendar.

**MSC (Davison/North) to approve the consent calendar.**

1. **REPORTS** 
   1. **President’s Report**President Morse provided members with a report of his activities including attendance at conferences (CCCAOE, CIOs), participation in local senate visits, and Technical Assistance presentations with CCLC.

Based on the conversation at the Executive Committee in October, Morse spoke with the Chancellor’s Office staff about including the ASCCC in the C-ID grant proposal. Chancellor’s Office legal said that requiring districts/colleges to work with the ASCCC cannot be included in the RFP. Given this information, the office sent an email to senate presidents seeking interest in working with the ASCCC on C-ID. The Senate Office is working on the proposal.

College of the Canyons has been awarded the Institutional Effectiveness and Technical Assistance Grant. Since this grant will provide technical assistance on accreditation, student performance and outcomes, and fiscal viability, the ASCCC has been included as a partner in the grant activities and will sit on the grants Executive Committee.

Morse reminded members that he had been working with the Chancellor’s Office to get an ASCCC representative to participate on the AB86 Task Force. The ASCCC has received a formal invitation to send a representative. John Stanskas will be the ASCCC representative. In addition, the unions and FACCC have requested that there be a method for their organizations to participate in the AB86 dialogue. Vice Chancellor Vince Stewart is considering forming a separate advisory group that will focus on union issues. Klein will be the ASCCC representative.

The ASCCC has been asked to participate in discussions on the WICHE (Western Interstate Commission for Higher Education) passport initiative. The *Interstate Passport Initiative: Focusing on Learning Outcomes to Streamline Transfer Pathways* is the first in a proposed series of regional projects in the West that will focus on the college transfer process. The conversations center on how to work together on what the expectations would be for general education from the different states in an effort to facilitate interstate transfers. The CSU General Education Advisory Committee (GEAC) is currently in discussions about this project. There are currently 2000+ students affected in the CSU system so there might be some interest. Perhaps general education will need to be defined in slightly different way which could impact students in-state as well. The ASCCC should be involved because students at any level could be affected if the entire track is defined. This work is funded by Gates and Hewlett.

The American Council of Education (ACE) is pursuing the idea of creating a bank of 100 online classes. They are [seeking proposals](http://www.acenet.edu/news-room/Pages/Alternative-Credit-Project.aspx) by November 5th from colleges and universities interested in participating in this project to encourage greater acceptance of credit earned outside traditional classroom settings. The recruitment is geared specifically to four-year ACE member institutions with a strong commitment to access and attainment that serve nontraditional, adult, and degree-completing transfer students. Initially, 25 colleges, universities and at least one system will be selected to join the [groundbreaking effort to form a next-generation alternative credit system](http://www.acenet.edu/news-room/Pages/ACE-Alternative-Credit-Project-to-Increase-Attainment-Levels-for-Nontraditional-Learners-With-Some-College-No-Degree.aspx) that will boost the ability of nontraditional learners to gain a college degree. The selected institutions will play a role in several key elements of the project.

* 1. **Executive Director’s Report**Adams updated members about her activities since the last Executive Committee meeting including:
* Assisted with agenda preparation and facilitation of the CTE Leadership Committee, the officers meeting, and ICW;
* Attended the CCCAOE conference and presented on the Statewide Career Pathways Project High School Counseling Toolkit.
* Attended Area A and C, AS Foundation, Legislative Advocacy, and Professional Develop meetings.
* Worked on ASCCC resolutions with Freitas.
* Met with the Executive Director for CaliforniaColleges.edu. They have a counseling tool kit that contains an Educational Planning Portal and other counseling tools, that is related to the work of Statewide Career Pathways.

Participated in a conversation on the Minimum Qualifications handbook with several Executive Committee members and Chancellor’s Office staff. The Standards and Practices Committee submitted revisions to the Handbook per direction by the body via resolution. However, when the draft was shared with us prior to publishing, the revisions were significantly different than the ones submitted by the ASCCC as the revisions included the exact Title 5 language versus a simplified version. In 10.03 S10, the delegates asked the ASCCC to move the minimum qualifications from Title 5 to the Disciplines List. Given the conversation with the Chancellor’s Office and the feedback they received from human resource staff, the Chancellor’s Office has agreed that the handbook is more user-friendly in the format presented by the Senate.

Operational activities included:

* Moved the office;
* Worked with the creative director on the new Rostrum format. The new design will provide a way to change the cover based on the topic of the lead article;
* Worked with staff on final planning for Session, including finalizing the presenters, program, materials, hotel details, etc.
  + - Provided overall management of the C-ID System, which included managing the working with ASCCC and Chancellor’s Office staff in transiting the C-ID Technology to Butte.
* Provided overall management of the SCP project.
  1. **Foundation President’s Report**

Members were updated about the Foundation’s Fundraising at the Fall Plenary Session including the Area competition for the popular Monkey Trophy, raffle ticket activities and prizes, and sales of iPad covers, bags, t-shirts, and lanyards. Bruno reminded members that the Foundation’s reception will be on Friday, November 14, and that Saturday, November 15, is t-shirt day. Everyone including attendees and Executive Committee members are encouraged to wear an ASCCC shirt.

Members were informed that the recipient of the ASFCCC part-time scholarship to attend Plenary is Evangeline Matthews from Santiago Canyon College.

* 1. **Legislative Activities**

Members were updated on the legislative activities of the Board of Governors (BOG). The update included a review of the Board of Governors of the California Community Colleges, Statement of Legislative Principles; the CCC 2015 Legislative Proposals forwarded by the Chancellor’s Office to the legislature; and the 2015 State Legislative Program and State Legislative Task Force.

* 1. **Chancellor’s Office Liaison Reports**

Vice Chancellor Walker and Dean McCullough provided a Chancellor’s Office update. The Chancellor’s Office is having ongoing conversations with WICHE representatives about how their work would best fit with that of California community colleges. This conversation will be particularly important for colleges bordering states.

The Chancellor’s Office is in a dialog with the Attorney General regarding for-profit colleges. Corinthian Colleges own a number of for-profit colleges. Typically students are told that they can earn a degree quickly and get a job, but they also end up with $20,000 in debt. When the college closes, there are default issues regarding the student debt. For example, if the student attends a community college and requests financial aid after the for-profit college closes, then he/she can ask for their debt to be forgiven. However, if the student does not wait until the for-profit college is closed, their debt cannot be forgiven and is counted against the community college if unpaid. The Attorney General is reviewing this situation across the country, noting that it could affect some 16,000 students in California.

The California Community College system now has 113 colleges with the approval by the Board of Governor for Clovis College.

The Chancellor’s Office is working with colleges to reach the Board of Governor’s goal of 100% Associate Degree for Transfer (ADTs). The goal is 1622 and there are currently 1549 on ADTs. While the goal will be reached, there are seven colleges below 50% with 141 courses in the queue. The Chancellor’s Office is able to make the goal because several colleges overestimated the number of ADTs that could be developed, while others reported AA/AS degrees in majors they did not offer.

The legislature passed SB1391 (Hancock) on inmate education programs. The Chancellor’s Office is currently looking into creating a pilot project as the state prison system has interesting opportunities and apportionment possibilities. In considering such a proposal, key questions have been posed: How are the inmates being served? What types of courses are needed? How will one know the pilot is successful? The Chancellor’s Office has $2M dollars to provide technical support and the Ford Foundation has put in $5M to support the project.

* 1. **Liaison Oral Reports**

FACCC representative Vogel provided an update on FACCC legislature proposals on accreditation, part-time faculty, and 75:25. FACCC annual policy conference is scheduled at the end of January.

CPFA representative David Milroy thanked the Executive Committee for creating the ASCCC Part-time Faculty listserv and appealed to the Executive Committee to support professional development for part-time faculty and ASCCC Resolution 1.02 F14 for a seat on the Executive Committee. He also summarized discussions on which term to use when referring part-time, on the ASCCC part-time paper, and on the importance of part-time office hours.

1. **ACTION ITEMS** 
   1. **CTE Curriculum Academy Modules**

The Curriculum Committee drafted modules for the CTE Curriculum Academy. There are five modules that will be presented during the second day of the CTE Curriculum Academy. Vice Chancellor Walker congratulated the ASCCC on the development of the modules and asked what mechanisms could the Chancellor’s Office and the Senate provide that would sustain these modules into the future. Members discussed adding generic curriculum modules into the Professional Development College.

**MSC (Bruno/Braden) to approve the CTE curriculum modules as presented.**

**MSC (Freitas/Rutan) to use the CTE curriculum modules as the basis for a Professional Development module on curriculum and to include the CTE Curriculum January meeting as one of the PDC events.**

* 1. **Dates for Online Education Spring Regional Meetings**

At the May 2014 meeting, the Executive Committee approved regional meetings and workshops to be offered to the field on curriculum, equity, and online education. The Online Education Committee recommended that the online education regional meetings be held on Friday, March 20 in the North and Saturday, March 21 in the South—locations yet to be determined.

**MSC (Davison/Todd) to approve March 20and 21 dates for hosting the Online Education Regional meeting.**

**Action:**

The Online Education Committee will bring forward an agenda to a future meeting that provides the agenda and other details for the event.

* 1. **Supplemental Instruction Survey and Glossary**

Educational Policies Committee chair Freitas informed members that Ray Sanchez, Fresno City College, attended the October 17th Educational Policies Committee meeting. He is currently working with 3CSN and the Association of Colleges for Tutoring and Learning Assistance (ACTLA) to develop a survey on supplemental instruction for the purpose of creating a glossary of terms for the field. The survey they are developing has a similar purpose as the ASCCC Resolution – to publish a glossary of terms by Spring 2015. Sanchez would be willing to share the draft survey with the committee in time for its December meeting so that members may determine if the survey would address the resolution.

Members asked who the intended audience for their survey was. If other groups, not local senate presidents, are going to be surveyed, then maybe they should go forward with their survey and the ASCCC will develop its own survey for local senate presidents. Consensus of members was that working with them to conduct the survey would be the best alternative.

**Action**

Freitas will clarify with Sanchez the target audience and whether or not the group drafting the survey is willing to collaborate with the Executive Committee. This item will return in January for further discussion and possible action.

* 1. **Revision to Rule for Referring Resolutions**

Freitas, Resolutions Committee Chair, reminded members that resolutions can be referred to the Executive Committee by the body if more clarity or time to debate the issue locally is needed. Our usual practice is to work with the author to clarify the intent or revise as necessary and bring back to a future plenary session. The Resolutions Committee suggests that instead of referring only to the Executive Committee, the body could also consider returning the resolution to the maker of the resolution to clarify and bring back if necessary. The ASCCC Parliamentarian provided that resolutions can be referred to bodies or individuals other than the Executive Committee. Members discussed revising the rule to allow resolutions to be referred to the Executive Committee, the originating committee, or the contact beginning Fall 2014 plenary session. Some members were concerned with the change and suggested that resolutions just be voted down rather than referred. By consensus, members commented that more clarity of the process is needed and requested that this item return to the January meeting for further discussion.

**Action**

Freitas will bring this item back to the January Executive Committee for further discussion.

* 1. **President and Executive Director’s Job Descriptions**

Members discussed revised job descriptions for the president and executive director. The job descriptions were developed in 2014 under the leadership of then President Pilati, Vice President Smith, and Executive Director Adams. In preparation for the executive director’s evaluation process this year, the Officers discussed and modified the draft job descriptions. Members suggested a small change the wording.

**MSC (North/Freitas) to approve the job descriptions as amended.**

**Action**

The revised job descriptions will be inserted into the policies.

1. **DISCUSSION** 
   1. **Consultation Council**

Members were informed that most of the items on the Consultation Council agenda are included on this agenda under separate cover except for the item to change Title 5 language to remove the Accrediting Commission for Community and Junior Colleges (ACCJC) as the California Community College accrediting commission. The ASCCC resolution passed in Spring 2014 is consistent with Council item. Members considered the ramifications of this change and questioned whether colleges could then have different accrediting agencies. Federal law currently states that the ACCJC is the accrediting organization for California, which would need to be changes for any other accrediting body to be used in California.

The ASCCC Leadership presented before the Board of Governors on the professional development activities of the ASCCC. The ASCCC, in conversations with Chancellor Harris, agreed that the ASCCC would make regular reports on specific topics before the Board but not have a standing report. Chancellor Harris does not think that standing reports would benefit the ASCCC as the reports might become just update items and not be of interest to the Board.

* 1. **Academic Senate Audit Results**

Each year the Academic Senate undergoes an audit of its finances. This year, however, was challenging as the financial processes were transitioned to an external entity and there were changes in staff. In September, the auditors conducted an audit of the Senate financials. Members were presented with the Board of Directors letter from the auditors. As noted in the letter, the purpose of the audit is “to express an opinion about whether the consolidated financial statements prepared by management with your [the board’s] oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.” The letter also noted that “…no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions that have been recognized in the consolidated financial statements are in proper period.”

There were no findings reported in the audit. While the transitions to an external entity and change in staff occurred, the internal controls and financial integrity of the Senate operations were maintained.

The Executive Committee applauded Julie Adams, Executive Director on the wonderful and amazing job she did shepherding the audit process and congratulated her on the results of the audit.

* 1. **SB 850 Bachelor’s Degree Pilot**Background information from the Board of Governors meeting in November was provided. Chancellor Harris recommended a process for identification and selection of the 15 pilot colleges as noted in SB850 (Block), including a timeline and a Request for Proposals (RFP) to be communicated to all California community colleges. Vice Chancellor Walker recognized that the process is moving very quickly and noted that the timeline is dictated by the legislation. She advised that the Board of Governors will review the rubric that the Chancellor’s Office proposes to use for individual scores and provide clear information for colleges. Thirty six colleges have submitted an intent to apply for the RFP. The approved criteria will be sent to colleges on November 20th and due to the Chancellor’s Office January 6th.

Members expressed concern regarding the speed at which the applications for this pilot are being solicited and at the lack of defined parameters for the degrees. Some questions raised by members included for example, should students begin with the AA/AS or can other individuals apply for the BA/BA program? Will the AA/AS degree be the foundation for the BA/BS degree? What are the minimum qualifications to teach course in the BA/BS – i.e., should it be a degree above what is being offered? Will the pilot colleges be diverse in programs, geographical representation, and rural/urban/suburban? Who will handle the accreditation? There is a lack of clarity regarding the answers to these questions at this time.

* 1. **Task Force on Workforce, Job Creation, and a Strong Economy**

Morse provided the goal and composition of the task force. At the November Board of Governor’s meeting, Chancellor Harris asked the Board to authorize a task force on Workforce, Job Creation, and the Economy. Chancellor’s Harris shared that by the end of 2014 the Chancellor’s Office expects to declare that all 22 Student Success Task Force (SSTF) recommendations have been addressed. He noted, however, that during the SSTF process, some complained that not enough focus was given to career technical education. This task force is intended in part to address this deficiency.

Vice Chancellor Harris will be appointing multiple representatives from internal and external entities including industry. Concern was raised that it appears that there are some individuals who are trying to guide the direction of this task force as events and guiding questions based on clear assumptions have already been developed. It was suggested that the goal of this task force is a good opportunity to identify key areas of improvement for career technical education if the work of the task force is allowed to evolve.

* 1. **SB 967 Student Safety: Sexual Assault**The Executive Committee discussed the role of the Senate in providing assistance to local senates in developing and implementing the policies related to SB 967 (De Leon), which requires local governing boards to “implement comprehensive prevention and outreach programs addressing sexual assault, domestic violence, dating violence, and stalking.” Members agree that the ASCCC should be involved in this conversation to assist with developing appropriate policies and provided examples on how such information and training might be provided such as the gender equity panel and regional training. One suggestion was to perhaps survey local senates statewide about how or what they need to implement the requirements of SB967.

**ACTION**

Equity and Diversity Action Committee (EDAC) will have a conversation about how to assist local senates and make recommendation to the Executive Committee on how to assist local senates.

* 1. **OER Update**Members were updated on the work of the Intersegmental Committee of Academic Senates (ICAS) Online Educational Resource (COERC) portal. Currently, COERC is developing the infrastructure and trying to abide by the grant timelines. The group is working on the next phase of the grant including the budget and work plan. In discussions about this next phase, the group is considering paying faculty a stipend to modify instructional methods during the adoption of the online textbooks.

It was noted that the chair of COERC is considering changing the name of the group, approving the budget, and making decisions prior to approval by ICAS. She has mentioned that ICAS moves too slowly which might cause delays in meeting the timelines of the legislature and grantor. It was noted that COERC does not have the authority to make decisions regarding the budget, priorities, or work plan of COERC as the work of this group, as stated in the legislation, is the responsibility of ICAS. The ICAS chair has called the chair of COERC who confirmed that any proposal would be forwarded to ICAS. It was suggested that the other two ASCCC representatives to COERC receive training about what it means to be an ASCCC representative.

**ACTION**

A call with the three COERC representatives, Morse and Adams will be scheduled to ensure they understand what it means to be an ASCCC representative.

* 1. **Fall Plenary Session**

The Executive Committee discussed the final planning for the Fall Plenary Session including common courtesies in the general sessions and breakouts.

1. **REPORTS**
2. **Committee Reports**
   1. Curriculum Committee, Todd/Grimes-Hillman
   2. Noncredit Committee, Klein
   3. Standards & Practices Committee, Rutan
3. **Task Force Reports**
   1. Part-time Paper Task Force, Davison
4. **Liaison Reports**
5. CCCAOE Report, North
6. Common Assessment Initiative Steering Committee, Rutan
7. FACCC Board Meeting, Crump
8. SACC, Grimes-Hillman
9. Statewide Public Safety Education Advisory Committee, Suits
10. Student Success Scorecard Technical Advisory Group, Rutan
11. TTAC Meeting, Braden
12. **Senate Grant and Project Reports**
    1. ICW, Bruno
13. **Local Senate Reports**
    1. Berkeley City College, Davison/Crump
    2. Napa Valley College, Braden/Bruno
    3. San Diego Miramar College, Braden/Grimes-Hillman

**VII. ADJOURNMENT**

President Morse adjourned the meeting at 5:40pm

Respectfully submitted by:

Julie Adams, Executive Director

John Stanskas, Secretary