



Academic Senate for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.

Basic Skills/Noncredit Committee

Thursday, December 3, 2020

10:00 AM – 12:00 PM

Zoom Meeting

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/94101087248?pwd=VmZuTzRiVUt4RDV4MDdKZzFzTGZLQT09>

Meeting ID: 941 0108 7248

Passcode: 943125

One tap mobile

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Noncredit & Continuing Education Committee Charge: The Academic Senate Committee on Noncredit & Continuing Education gathers information on best practices in providing equitable and accessible instruction and support services to students who are engaged in extended learning, which includes transitioning to post-secondary education, workforce success, or other skill building opportunities, and the Committee conveys this information to the field through breakout sessions at institutes and conferences, workshops, and papers.

This committee collaborates with the Career, & Technical Education (CTE) Committee to organize the ASCCC Career & Noncredit Institute. The Committee will: 1) serve as a resource to the President and Executive Committee on issues related to instruction, counseling, student services, and program development in noncredit and the role of faculty in noncredit instruction as related to governance and local participation in academic and professional activities; and 2) review policies and make recommendations to the Executive Committee. Members of the Noncredit & Continuing Committee represent the Academic Senate on such bodies as the Student Equity and Achievement Workgroup.

1. What do we expect of each other?

Be aware of your own capacity--take ownership and follow-through on what you promise.

Be accountable

Communicate

Active Participation--Show up

Kindness

Respect:

- Respect each other’s time - respond in a timely manner
- Respect each other’s opinions. Be professional - disagreement is okay but use professional language. Disagree with ideas, not people
- Don’t negate other’s experiences

1. What do we expect of the Committee Chair?

Be the Facilitator

Keep the focus of the committee - move the agenda forward

Clear outcomes and takeaways

Clear timeline and calendar of meetings with a sufficient lead time

Documentation of committee’s work/actions

Be the Liaison between committee and ASCCC Executive Committee

Bring Snacks when we can meet in person

I. Members Roll Call: [All were present](#)

Karen Chow—Chair	Ingrid Greenberg	Kimberley Stiemke
Samuel Foster—2 nd Chair	Mary Legner	Elizabeth Walker
Emma Diaz	Dana Miho	Wendy Brill-Wynkoop

II. Call to Order and Agenda Adoption

III. Minutes Volunteer: [Sam Foster](#)

IV. Shout Outs, Affirmations, and Lean-in -- [Skipped this on Dec. 3 meeting](#)

A. Thank you all for all your input

V. Fall Monthly Meetings (Zoom/Outlook invitations sent). All Meetings 10-12 pm--[Reminder. Strikeouts indicate meetings already held.](#)

~~October 22;~~

~~November 19 (Joint Meeting with CTE Committee)~~

~~December 3;~~

All meetings 10-12 p.m.

VI.

Noncredit, Pretransfer, & Continuing Education Committee's Google Shared Folder
(<https://drive.google.com/drive/folders/19Mcdxew-JeUnbYut5tljYZssp94iyFX?usp=sharing>
)

VII. Career & Noncredit Education Institute next steps

1) Divide topic list between CTELC and Noncredit committees (see the Google link)

https://docs.google.com/spreadsheets/d/1sjbmwse_ofOd3nnUHzSn5v0NWbvoZFiiRUqtm1KmoO4/edit#gid=0

Chairs review the list of topics and confirmed assignments for now.

Committee recommended adjusting breakout sessions so that there is minimal overlap for attendees (i.e., beginners, or those interested in a particular topics). Sessions were identified most appropriate as beginning, intermediate, advanced, or all.

2) Discuss request to committee members.

- Breakout Lead
 - Presenters (in communication with the chairs)
 - Session title/description

3) Due dates/timeline -Items due to submit to Exec. by January 19th

- By 12/8 (date of the December Joint meeting to review Exec. Committee input)- Breakout Lead (roles)
 - lead for at least one session
 - invite co-presenters; to submit to co-chairs
 - chairs to also assign co-presenters and provide support
- By 1/13/2020- Presenters list (including those that Dolores must approve)-
 - posted in Google sheet
 - send by email
- By 1/13/2020- Session titles/descriptions from leads (final)

Note: Remind that co-presenters not in the committee would have to pay for the event registration.

VIII. Rostrum Articles

A. Due January 4 and March 8

December 3 Committee Brainstorm of Topics that might be focus of Rostrum and/or a Committee Workplan Goal (to be discussed further in Winter/Spring 2021):

1. Emma Diaz: Noncredit Career Pathways and Immigrant Integration in CCCs: Findings from a case study (goal: Rostrum article to submit for March 8 deadline)
2. Private school partnerships with CCCs Outside of Transfer (Elizabeth)
3. Equity Committees at CCCs: Best Practices and/or Challenges (Elizabeth)
4. Impact of Online Learning on Adult Ed Students
 1. Online Instructional Design & Language Learning for Adult Ed ESL students (Ingrid)
 2. Teaching Adult Ed Students how to succeed in online learning (Emma)
 3. Tech & Other Supports Needed for Adult Ed (Ingrid) & Adult Ed Student Retention Issues/Factors (Mary)
 4. Challenges of OER, Proctoring software, and Learning Apps for Adult Ed Students (Ingrid, Emma, Mary, ?)

- 5. Academic Integrity and Noncredit, Pre-Transfer, and Continuing Education (Mary, ?)
 - 6. Effective and Equitable Assessments in Noncredit, Pre-Transfer, and Continuing Education
- B. Editorial Guidelines for the Rostrum:
<https://asccc.org/sites/default/files/Editorial%20Guidelines%20for%20the%20Rostrum.pdf>
 Ideas and suggestions-- see Noncredit & Continuing Education Committee [work plan](#)

IX. Updated Committee Charge Review (above): submitted for approval by ASCCC Executive Committee at December 4, 2021 meeting. UPDATE: Review Feedback/Questions from ASCCC Vice President Ginni May

The committee made revisions and voted to forward the revised charge to the Executive Committee for its January meeting:

Revised Committee Name and Charge:

Revised Committee Name: Noncredit, Pre-Transfer, & Continuing Education Committee Charge (NPCE):

Revised Committee Charge:

The Academic Senate Committee on Noncredit, Pre-Transfer, & Continuing Education gathers information on best practices in providing equitable and accessible instruction and support services to students who are engaged in extended learning, which includes transitioning to post-secondary education, including support for pre-transfer pathways, workforce success, and/or other skill building opportunities. The Committee conveys this information to the field through breakout sessions at institutes and conferences, workshops, and papers. The Committee will: 1) serve as a resource to the Executive Committee on issues related to instruction, counseling, student services, and program development in noncredit education, pre-transfer pathways, and continuing education, including how they are embedded in institutional initiatives to ensure student success and learning, as well as the role of faculty engaged in this work, as related to governance and local participation in academic and professional activities; and 2) review policies and make recommendations to the Executive Committee. Members of the Noncredit, Pre-Transfer, & Continuing Education Committee may represent the Academic Senate on such bodies as the Student Equity and Achievement Workgroup.

The Association of Community and Continuing Education (ACCE) appoints a member to serve as a liaison to this committee.

X. Committee Goals and Priorities (items C-D agenda items for upcoming Fall 2020 Noncredit & Basic Skills meetings)-- Did not have time to discuss this Item. Will Revisit in Winter/Spring 2021 meetings.

- C. Review last year's committee recommendations
- D. Review resolutions assigned
- E. Review Noncredit Instruction: Opportunity & Challenge ASCCC Paper (adopted Spring 2019)
- F. Review ASCCC Strategic Plan
- G. Further Develop Noncredit & Continuing Education Committee [work plan](#)

XI. Plenary Fall 2020-- Debrief -- Did not have time to discuss/debrief Fall 2020 Plenary

- H. Theme: Addressing Anti-Blackness: Inclusion, Diversity, Equity, and Antiracism in Academic and Professional Matters

- I. Ideas on increasing participation from Noncredit & Continuing Education faculty?
- J. [Break-out topics](#) that were submitted by our committee--any to carryover for Spring 2021 plenary?

XII. Announcements

- K. Check for upcoming events at [here](#)
 - Part-Time Institute (February 18-20)
 - Spring Plenary (April 15-17)
- L. [Application for Statewide Service](#)
- M. Amazon Smile (smile.amazon.com)—select Foundation of the Academic Senate for California Community Colleges

XIII. Closing Comments

- N. Any other final comments or suggestions?
- VII. [Upcoming Meetings](#):
1. Joint CTE and Noncredit, Pre-Transfer, & Continuing Education Committee Meeting to discuss CNEI Program on **Tuesday, December 8, 2:30 PM** (Outlook invitation sent)
 2. JANUARY 2021 Noncredit, Pre-Transfer, & Continuing Education Committee Meeting: **Thursday, January 28, 10:00-12:00 PM** (Outlook invitation will be sent)
February and March 2021 meetings TBD

XIV. Adjournment : 12:05 PM

Contact Info—[Google Form](https://forms.gle/YBVHvdtQ5ssfX7r1A) (<https://forms.gle/YBVHvdtQ5ssfX7r1A>)

In Progress:

- [Noncredit & Basic Skills Committee Workplan and Goals](#)
- [Update to ASCCC Committees document](#)
- [Updated Committee Name Change and Charge to be submitted for approval at January 2021 ASCCC Executive Committee Meeting](#)

Completed Tasks:

- [Icebreaker/Committee Community Building/Discussion of Noncredit & other issues members have worked & focused on](#)
- [Fall 2020 Meetings \(September, October, November \(Joint meeting with CTE Committee to discuss CNEI\), December\)](#)
- [Committee Updated Charge drafted, reviewed, and edited \(12/3/2020\)](#)
- [Input given on CNEI latest program draft \(12/3/2020\)](#)