

**CALIFORNIA COMMUNITY COLLEGES
CHIEF INSTRUCTIONAL OFFICERS
EXECUTIVE BOARD MEETING**

Approved Minutes

**Wednesday, October 21, 2009
9:00 A.M. to 11:45 P.M.
The Dana on Mission Bay**

Present: Mary Kay Rudolph, David Fishbaugh, Larry Buckley, Dennis Gervin, Richard Mahon (Academic Senate representative), Renee Kilmer, Claire Biancalana, Pam Deegan, Linda Berry, Melinda Nish, Dennis Anderson (for Ray Maghroori), Ed Buckley

- I. Call to Order – *Renee Kilmer 9:16 A.M.*
- II. Agenda Additions and Modifications - *Renee Kilmer*
Add Academic Senate Report - Richard Mahon
- III. Consent Agenda
 - i. Minutes of July 15, 2009 Meeting (Attachment 1) – *Linda Berry*
Correction: item #4 – Annual Evaluation of Executive Secretary. Raise proposed was not annual \$2K raise, but \$2,000 raise this year. Motion to confirm (M/S Mary Kay/Larry. Approved.
 - ii. Minutes of September 16, 2009 Meeting (Attachment 2) – *Linda Berry*
Correction: item #9 - Social Sciences PROPOSED for the pilot, not selected. English Composition prerequisite is under consideration. Moved and approved to accept minutes with corrections (M/S David/Mary Kay).
 - iii. Treasurer’s Report
Nabil has had to withdraw from the Executive Board.
Proposed budget submitted. Mary Kay has agreed to perform as Treasurer. (M/S Renee/Larry) Approved
- IV. President’s Report - *Renee Kilmer*
 - a. Representative on Legislative Task Force
Need a CIO representative to assist in shaping legislation for next year. Larry Buckley is interested in being on the Task Force. Either Larry or Renee will attend the meeting on October 30. David Fishbaugh is willing to do the “deep backup.”
 - b. Conference Sponsors Spreadsheet (Attachment 3)
Sponsorship process: attempt a longer-range planning process, especially now that budgets are tighter and sponsors often make commitments a year in advance. Pam Deegan sent spreadsheet of names, and Claire populated with sponsors from past years. Suggestion to use the spreadsheet to submit names of vendors/potential sponsors from various regions, and ask several sponsors for President’s Reception (\$3000-\$5000), lunch and/or dinner. Currently have names of potential sponsors in Spring 2010 and Fall 2010. Need brochure to provide potential sponsors, and need to agree what we will ask them for.
 - c. Chris McCarthy Remembrance: Napa President who passed away. \$250 donation – use for scholarship or charity donation to be determined by McCarthy family. (M/S David/Melinda) Agreement by consensus.

- d. Treasurer Appointment: Mary Kay Rudolph
- e. 2009-2010 Budget (Attachment 4): \$200 for Survey Monkey under Miscellaneous category. 78 attendees at Conference; respectable given budget realities in state. Important to package the conference discussions and communicate to non-attendees. Dennis moved to accept budget as amended with \$200 for Survey Monkey. Melinda second; approved.
- f. Survey Monkey: Professional subscription is \$200/annual. Renee recommends that the Exec subscribe (M/S Dennis/David). Approved. Larry: discussion about topics for Survey Monkey; session this afternoon that includes discussion on possible survey topics for CIO listserv.
- g. Committee Seats: Dennis Gervin volunteered for Academic Senate Curriculum Committee seat vacated by Nabil. Pam Deegan interested in SACC.

V. Conference Planning

- a. Fall Conference Planning
 - i. Overview of Conference – *Melinda Nish*
 - ii. Board Members' Responsibilities
 Conference presenters will be introduced by conference coordinators. Fewer participants for the 411 – only about 15 this year compared to 40 last year.
 Melinda: suggestion to make effort to be proud of being CIOs, and how good our organization is.
 Renee will hand out current Vision, Mission and Goals for next 2 years for review and adoption. Purpose and Objectives are on back of program from By-Laws, Article 2. Floor vote will be taken at General Meeting.
 Regional Groups: introduce new CIOs and talk about strategies to manage budgets.
- b. Spring Conference (March 17–19, 2010, Hilton Inn Financial District, San Francisco)
 - i. Session Suggestions – *Renee Kilmer*:
 Accreditation Task Force presentation
 Placeholder for budget
 Prerequisite Task Force
 Program Viability/Discontinuation
 Recreational courses
 Noncredit
 Future Directions of California Community Colleges
 - ii. Sponsorship: address sooner.
- c. Fall Conference 2010 – support to have it at The Dana. (M/S Linda/Larry) to return to The Dana for the Fall 2010 conference. Approved. Agreed to schedule for last week in October: October 26-29.

VI. Members' Reports

Academic Senate: Richard Mahon

- AB440: concern that Legislature would debate what should be in associate degrees. Senate may advocate Title 5 language and try to maintain local authority of colleges in determining degrees.

- Pre-requisite Task Force: appoint a Consultation-type task force to guide the work. Dennis on Task Force; need a second CIO. Mark Liu will be on committee – link to APG which says that prerequisites are a Senate issue. Would like to invite a system and a campus-based researcher to identify critical questions. Come up with thoughtfully defined pilots. Possibly first meeting in early November, even if through CCC Confer. General plan: hold south and north colloquia to build awareness and thoughtfulness. Monthly meetings, alternate with CCC Confer and travel meetings. Arnold Bray may be able to fund some travel for this group.

Nancy Shulock (CSU Sacramento) and John Levin (endowed professor of education at UC Riverside) to be invited to first meeting. Course outlines and catalog rights issues to be discussed.

When demand outstrips supply, why not begin to get data for courses in demand? Richard supports multiple pilots, and student success component is critical. Would it be possible to do boot camps in the summer if some colleges have to cancel summer sessions? The colleges will lose students when prerequisites are strongly enforced, so the timing seems right to address the prerequisite issue.

VII. Issues

a. Recreational Courses – *Melinda Nish*

Discuss in Regional Groups what different colleges are doing.

Adjourned: 11:05 a.m.

Next CCCCIO Executive Board Meeting is Wednesday, January 21, 2010.