



# California Community College Association of Occupational Education (CCCAOE) Board Meeting Minutes

JANUARY 06, 2012

8:30 A.M.-4:00 P.M.

SAN FRANCISCO, CA

<b>RECORDER</b>	<b>CORINE DOUGHTY</b>	
<b>ATTENDEES</b>	<b>HAZEL HILL</b>	<b>JOHN MEANS</b>
	<b>KIM SCHENK</b>	<b>JEFF CUMMINGS</b>
	<b>SID BURKS</b>	<b>LYLA EDDINGTON</b>
	<b>MADELAINE WOLFE</b>	<del><b>RICK IDA</b></del>
	<del><b>RICH MABERY</b></del>	<b>BETH PRATT</b>
	<b>OMID POURZANJANI</b>	<del><b>CAROLE GOLDSMITH</b></del>
	<del><b>WHEELER-NORTH</b></del>	<b>JULIUS SOKENU</b>
	<b>JONATHAN LIGHTMAN</b>	<b>JONATHAN KING</b>
<b>GUESTS</b>	<b>KAREN KLAMMER</b>	<b>VON TAN-QUINLIVAN DEBRA JONES</b>

## Old Business

JOHN MEANS/SID BURKS

<b>DISCUSSION</b>	<p><b>Elected 2 Year Terms for President/President Elect - Regional Model – Kim Schenk &amp; John Means</b></p> <p>How to have more oversight and accountability with volunteer board.  <b>Discussion:</b> Challenges associated with V.P. and President one year terms include diminished continuity, lack of Communication both internal and external, maintaining and managing.</p> <p><b>Beth Pratt:</b> Currently we are in transition as a board i.e. executive secretary replacement, student success task force recommendations, new staff at the Chancellor’s Office, budgetary restrictions.  <b>John Means:</b> As we move forward with our strategic plan, we need to conSId Burkser either moving forward or scaling back.  <b>Omid Pourzanjani:</b> The Board is in operational transition. If we are only a conference planning board, the current structure is fine. If our mission is advocacy and relationship building then one year terms do not provide continuity with bureaucrats to move our agendas forward.  <b>Hazel Hill:</b> Proposes monthly phone calls to include dissemination of a prepared in advance. Need to get the board policies and procedures draft revised and approved.  <b>Jeff Cummings:</b> Economic crisis amplified our role to lead the advocacy of CTE. We are experiencing external pressures to lead but are experiencing internal pressures with only one year terms. Need to look at a full-time executive director to support the statewide leadership and advocacy needs. Economics prevent the board from providing the above. The current challenges facing the board regarding communication, continuity, and process is a direct result of the economic constraints and workload facing board members. Our organizational structure has not grown with the pace of our advocacy efforts.  <b>Jonathan Lightman</b> commented on the remarkable change in the Legislatures perception of CCCAOE. The emphasis on conference has gone from being the sole to anchor focus; issues on development of relationships. Jonathan and Andrea are working behind the scenes unbeknownst to the board. The State is understanding that CCCAOE is a real organization not just on paper. Perception is strong in Sacramento.  <b>John Means:</b> We said in our STRATEGIC PLANNING SESSION that we want to continue being the voice of CTE in communication, advocacy and having expertise, etc.  <b>Beth Pratt:</b> [We]need to define our goals and attach timelines. We’re spread too thin as an organization. We can have an Executive Director to reflect the change if that is the goal. [We] need to reprioritize goals and timelines.</p>
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**Sid Burks:** What are we trying to do vs how we operate? People ask what is expected of us as an organization; need to look at a different operating models.  
**John Means:** We're on track with what we set out to do.  
**Julius Sokenu:** If you need more hands to do the work, how do we use the committee structure, how do we grow the structure and membership. We don't have enough people to do all the work. We need to find a middle ground that allows us to reach our goals.  
**Jonathan Lightman:** As the organization moves forward, planning takes longer than external factors dictate. The future of conferences may be different than the history of conferences. Urge everyone to be mindful of past revenue generating sources. The best change is subtle but overtime very superlative.  
**Jeff Cummings:** Use the existing structure, revisit where we are with our current set of goals at the next STRATEGIC PLANNING SESSION. Let's use the existing structure to keep moving forward and increase the communication. Focus on the conference, communicate and stabilize the executive secretary transition.  
**Sid Burks:** Revenues are not guaranteed.  
**Jonathan Lightman:** Include at spring conference a form or QR to go to the website and fill out the presentation and/or evaluation form.  
**John Means:** Need to diversify our income by becoming a part of other grant projects. Federal WIB grant partnership is something to consider when working with WIBS and CA CC's.  
**Julius Sokenu:** Don't define the Executive Director around the person doing the job. We need to be clear about the position and responsibilities associated with the job.

**Recommendations:** Keep doing what we're doing or consolidate the contractual relationships to support the administration or a hybrid model. Goal comes first and process comes second. What do we want to do, how do we get there and how do we support this objective given the resources required and/or available? Issue of CTE in policy arena has been so elevated in last 2 years, for this organization to hold back would create a hole and there would be no voice in CTE or the field. It reaches K-12, Career Readiness and UC's, CSU's. The Chancellor relies on the field in CTE.  
**Recommendation:** Board membership wants to know that the leadership is doing something that is representative of them and have revenues that are representative of the strategic plan.

ACTION ITEMS	PERSON RESPONSIBLE	
<p><b>Action Item:</b> Omit liaison and vice president reports from the January meeting unless otherwise invited to discuss or present.</p> <p><b>Action Item:</b> Maintain the monthly meetings including a prepared agenda submitted ahead of time.</p> <p><b>Action Item:</b> Need to have a conference planning meeting weekly via phone calls.</p> <p><b>Action Item:</b> Want to be a pre-eminent voice around CTE. How do we advance our goal?</p> <p><b>Action Item:</b> Ask Rich Mabery to send electronically the volunteer list to Julius Sokena, John Means, and Sid Burks to solicit conference volunteers</p> <p><b>Action Item:</b> Include at spring conference a form or QR to go to the website and fill out the presentation and/or evaluation form.</p> <p><b>Action Item:</b> Jonathan Lightman recommendation: Have an e-blast twice a year: The first to focus on CTE and advocacy disseminated during the state's budgetary timeline and include links to pertinent bills and proposals at the state and federal level with a maximum of five. Include key legislatures to contact and how they can engage locally. Ask members to follow up with the Board as to whether they followed up with their local Legislature.</p> <p>Second e-blast would be disseminated at the end of the calendar year and include a progress report on how we met our goals and objectives. If they have anything to add contact us directly. It gives them confidence and buy-in.</p> <p><b>Action Item:</b> Add the topic of website to the March pre-conference planning</p>	<p>CCCAOE Committee</p> <p>John Means</p> <p>Sid Burks</p> <p>John Means/Executive Board</p> <p>Corine Doughty</p> <p>Rich Mabery</p> <p>CCCAOE Board</p> <p>Rich Mabery/John Means</p>	<p>January 8, 2012</p>



<b>DISCUSSION</b>	Current Account Status			
	Checking (as of 1/4/2012) \$149,238			
	High Yield I		\$75,364	
	High Yield II		\$103,167	
	Total Cash on Hand		\$327,769	
	Monthly Cash Flow			
	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>
	152,048	183,434	209,955	149,238
	75,289	75,321	75,337	75,364
	103,108	103,130	103,150	103,167
330,445	361,884	388,441	327,769	
7/1/11- 12/31/11 cash flow ( see attached)				
Notes to cash flow				
<ul style="list-style-type: none"> <li>• Explanation on expense overage</li> <li>• Explanation on revenue overage</li> </ul>				
Discussion on new CPA				

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p><b>Action Item:</b> Revise and resend the budget to reflect changes.</p> <p><b>Action Item:</b> Beth Pratt to discuss benefits of moving to an electronic process for accounting practices.</p> <p><b>Action Item:</b> Request to develop Conflict of Interest Policy and Document Retention Policy</p> <p>Request to file 990 long (as opposed to 990ez) for next year</p> <p>Make recommendations to hire an accountant and bookkeeper that would then review the current bylaws, policies and procedures to include templates for submission to be discussed at the next conference call and/or March meeting.</p> <p><b>Action Item:</b> Discuss at the next conference call paying a stipend to the Treasurer</p>	<p>Beth Pratt</p> <p>John Means/Rich Mabery</p>	<p>March 202</p> <p>January 2012</p>

**Workforce and Economic Development (WED) Strands**

WOLFE/KLAMMER

<b>DISCUSSION</b>	<b>Recommendations:</b> Establish focus groups for spring conference; or offer 1-2 strands as a pilot.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



<p><b>Action Item:</b> Offer "Lay of the Land" at spring conference and evaluate as to being a good foundational piece and what would you add? Lyla Eddington will present and ask for additional facilitators.</p> <p><b>Action Item:</b> Request Chancellor's Office participation in the certification process.</p> <p><b>Action Item:</b> Karen Klammer to query the board on second set of modules in June.</p> <p><b>Action Item:</b> June Board to discuss certification, presentation, partnerships, assessment and outcomes.</p> <p><b>Action Item:</b> Consider offering modules at the September regional meetings.</p>	Karen Klammer/Executive Board/Lyla Eddington	March 2012
	John Means	
	Karen Klammer Karen Klammer/Madeleine Wolfe/Board	June 2012
	Regional Consortia Chairs	June 2012

JONATHAN LIGHTMAN

## LEGISLATIVE ANALYST

<p><b>DISCUSSION</b></p>	<p>With the Legislature in recess, the major activity since the last Board meeting has focused on the Student Success Task Force. Mandated by SB 1143 [(Liu) of 2010], the report is intended to reflect the work of a 21-member task force from a cross section of the community college constituencies and other outside interested parties.</p> <p>While the notion of "student success" is subject to broad interpretation, the report's emphasis is focused on moving students through their community college experience in as expeditious a manner as possible. Students unable or unwilling to commit to their education plans would be subject to lower priority registration than new students.</p> <p>Page 10 of the final report states: <i>Due to time constraints, career technical education, transfer, and distance education also were not addressed directly by the Task Force. That said, the recommendations in this report are intended to strengthen the core capacity of the community colleges to serve all students, regardless of instructional program. (Emphasis added.)</i></p> <p>The lack of attention to career technical educational students is but one of many criticisms directed at the report. CCCAOE noted that the discussion of student success should not be limited to a one-time project, but should be part of an ongoing dialogue among all parties in the community college system. As part of this effort, CCCAOE offered to utilize its conference to convene or facilitate discussions of student success for career technical education students.</p> <p>We assisted in the framing of the issues and development of the draft letter sent prior to the November meeting of the Task Force, and we have been in active communication with members of the Community College Board of Governors and State Chancellor's Office on the Task Force.</p> <p>During the special meeting of the CCB OG conducted December 1, ours was the lone testimony referencing career technical education, emphasizing that this must remain a priority as the Board of Governors adopts and implements the Task Force report.</p> <p><b>Legislation</b></p> <p>We have been working in consultation with President John Means and Vice Chancellors Van Ton-Quinlivan and Marlene Garcia on a coordinated approach to the reauthorization of the Economic Workforce Development program. Inside the Capitol, the Senate Office of Research has been discussing this issue with the offices of Senator Ted Lieu (D – Redondo Beach) and President pro Tempore Darrell Steinberg (D – Sacramento). This will be an important subject for the Legislature this year. It also may be joined with a reauthorization of SB 70.</p> <p><b>CCCAOE Day in Sacramento</b></p> <p>We canceled the appointments in Sacramento scheduled for December when calendar conflicts precluded sufficient CCCAOE Board member participation. We remain ready to organize another day and look forward to hosting a CCCAOE contingency in Sacramento.</p> <p><b>Budget</b></p> <p>Governor Brown released his January budget proposal on January 5, five days ahead of schedule. Major adjustments to the budget include the following:</p> <p>Apportionments—An increase of \$218.3 million in 2012 13 to partially restore funding that had been previously deferred, contingent upon the passage of the Governor's tax initiative. This restoration will reduce the debt burden of the state and is consistent with, and proportional</p>
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to, the restoration of funding in K 12 education.

**Categorical Program Consolidations and Flexibility**—Currently, colleges have many overlapping limitations on how they spend their funds and are not able to direct their scarce resources based on what is needed locally to achieve student success. They are limited as to the populations of students that they may serve and programs they may offer. The Budget proposes to consolidate nearly all categorical programs and provide flexibility to CCC to use “flexed” funds for any categorical program purpose. This proposal will improve student access and success and will provide the colleges with more local control, flexibility, and decision-making authority. The Administration will review the recommendations of the forthcoming Student Success Task Force report and explore other possibilities for expanding flexibility—including fee policy changes and loosening operational restrictions—for inclusion in the May Revision.

**Mandate Reform**—The Budget proposes to preserve core mandatory programs and functions, to eliminate unnecessary mandates, and to create a mandates block grant incentive program. The details of this proposal are consistent with the K 12 Education mandate reform proposal discussed in the K 12 Education section.

**Redevelopment Agency Elimination**—The Budget includes a current year Proposition 98 General Fund reduction of \$146.9 million to CCC apportionments to reflect an identical increase in offsetting property taxes resulting from the elimination of redevelopment agencies.

The Governor’s budget proposal is premised on voter approval of a temporary increase in general sales taxes and personal income taxes on the highest wage earners. Failure to approve additional revenues would result in additional triggers, including a proposed \$4.8 billion in Proposition 98 funded programs. We hope to include CCCAOE board members in public testimony at upcoming budget subcommittee hearings.

Monday, January 9, 2012, SSTF will come to BOG for adoption. BOG believes the adoption is agreement of the report. Others believe it’s a fast track before anyone begins to organize.

Budget released yesterday – premise on voters approving increased taxes. Increase top wage earners and sales tax. Gov wants to pay down the deferrals and consolidate categorical programs and allow for flexibility. Gov wants the budget to be on the fast track. Jonathan recommends 2-3 people testify in Sacramento. If you want help on the process, contact Jonathan and Andrea. Some bills on the fast track such as the statewide facilities bill.

New bill introduced by Ted Lieu - Chair of Senate Labor Committee is reauthorization of EWD. Should we combine SB70 and EWD into the reauthorization? Have a clear, concise and have a unified message when communicating with Sacramento. Who will be the spokesperson (John Means) and what are the initiative(s)?

Jonathan Lightman and Mollie Smith are available to facilitate a regional workshop on advocacy and it’s value both regionally and statewide.

Legislative day activity – How do we handle the legislative day? Need to schedule ahead of time for planning purposes to get members to testify. What days, weeks and times are best for the group. Chancellor’s Office realignment – What does it mean to CCCAOE as an organization? What are the priorities...political, administrative or relational? All are important though we now have a stronger connection politically.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<b>Action Item:</b> John Means to work with Andrea York to meet with Sacramento Legislatures. Need 4-5 CCCAOE members to attend.	CCCAOE Board and Membership	January 2012
<b>Action Item:</b> Speak with Vice Chancellor, Sacramento regarding need to speak at Chancellor’s Office immediately. Identify, date and time.	CCCAOE Board and Membership/John Means	January 2012



**North/Far North — Jeff Cummings**

**SF Bay — Beth Pratt**

**Central — Carole Goldsmith**

**South Central – Julius Sokenu** - In late, October Dr. Brad Dodson presented at College of the Canyons, Allan Hancock, and Cuesta College a lecture/demonstration entitled Teaching Leadership Across the Curriculum.

Dec 1 and 2, 2011 Michelle Marquez South Coast Regional Director of Centers of Excellence at Modesto College presented a lecture/demonstration titled "Where the jobs are in this Region" at College of the Canyons and Ventura College. Faculty, staff, administrators, industry and K-12 partners attended the very useful workshop which featured using Real Time LMI database. Marquez was available to consult with attendees after the keynote.

Dec 9, 2011 the Pathways to Prosperity Conference was co-sponsored by the Ventura County Civic Alliance, Ventura County Community College District, Limonera, CSU Channel Islands, EDC Ventura County, VCCF, Boys and Girls Club of Ventura. Keynote speaker Dr. Ferguson of Harvard provided insights from the landmark study Pathways to Prosperity. A panel of local experts from the WIB, President Dianne Van Hook of College of the Canyons, Stan Mantooth, Superintendent of Ventura Schools, and Tavi Udrea HR Director for Haas Automation discussed the local economy and essential ways to grow it through partnerships. Each attendee received a thumb drive with a wealth of resources.

<u>New Programs Endorsed within the Region</u> (Vice Presidents ONLY) College	Program Medical Coding	Degree/Certificate Certificate	Contact email khoffmans@
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**LA/OC — Omid Pourzanjani**

**Desert - Sid Burks - New Programs Endorsed within the Region**

College	Program	Degree/Certificate	Contact email
Chaffey	CICSCO Level IX	Certificate	sid.burks@chaffey.edu
Norco	Game Design	Degree/Certificate	kevin.flemming@nrccollege.edu
Norco	Game Audio	Degree/Certificate	kevin.flemming@nrccollege.edu

DISCUSSION

**San Diego/Imperial – Madeleine Wolfe** The Region 10 Workforce Development Council has been focusing on professional development for members. To that end, the November meeting included a presentation by a representative of the San Diego Workforce Partnership on the inclusion of Community Colleges on the Employment Training Providers List. The December meeting focused on Educating and Informing Legislators and Public Officials about CTE with a joint presentation by Jonathan Lightman and Mollie Smith.

Additionally, a special session was held after the November business meeting to discuss the work of the Economic and Workforce Development Programs in the region. Future meetings will include special presentations on these programs.

- In January Paul Cello will facilitate a 2-day Leadership Institute for 20 attendees.
- Also, in January, Mary Wiley and Chuck Wiseley will present Strategies for Managing Perkins Funds on Campus
- Four mini-grants were funded. They included CTE Teacher preparation, a student and counselor career planning workshop, faculty LEED (Leadership in Energy and Environmental Design) Certification and a horticultural competition for high school students on a college campus.
- We updated our program approval process to reflect the current CCCCO program approval handbook.

Program Approvals for October 20, 2011



College	Program	Degree/Certificate	Contact email
Southwestern	Photography and Digital Imaging	A.A./CERT	TDavis@swccd.edu

Program Approvals for November 18, 2011

College	Program	Degree/Certificate	Contact email
Cuyamaca	Water Resource Management	A.S./CERT	madeleine.wolfe@gcccd.edu
Imperial Valley	Cisco CCNA Discover	A.S./CERT	efrain.silva@imperial.edu
Grossmont	Associate Teacher, Infant Toddler	CERT added to existing program	sheridan.deWolf@gcccd.edu
Grossmont	Associate Teacher, Reggio Emilio Approach	CERT added to existing program	sheridan.deWolf@gcccd.edu
Grossmont	Fitness Specialist	CERT of Achievement added to existing program	sheridan.deWolf@gcccd.edu
San Diego City	Revised Nursing Program RN Generic	A.S./CERT (new option)	rlamurag@sdccd.edu
San Diego City	Revised Nursing program LVN to RN	A.S./CERT (new option)	rlamurag@sdccd.edu

Program Approvals for December 16, 2011

College	Program	Degree/Certificate	Contact email
Palomar	Carving Technology	A.A./CERT	wowens@palomar.edu
Palomar	Case Furniture Construction Manufacturing	A.A./CERT	wowens@palomar.edu
Palomar	Euro Western Dance	A.A./CERT	wowens@palomar.edu
Palomar	General Dance	A.A./CERT	wowens@palomar.edu
Palomar	Guitar Making Technology	A.A./CERT	wowens@palomar.edu
Palomar	Lathe Turning Technology	A.A./CERT	wowens@palomar.edu
Palomar	Table and Chair Manufacturing	A.A./CERT	wowens@palomar.edu
Palomar	Veneering Technology	A.A./CERT	wowens@palomar.edu
Palomar	Woodworking Skills Technology	A.A./CERT	wowens@palomar.edu
Palomar	World Dance	A.A./CERT	wowens@palomar.edu

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**Representative/Liaison Reports**

LIAISON'S

<b>DISCUSSION</b>	<p><b>Chancellor's Office – Van Ton-Quinlivan</b>                      Identified three areas of strengths:</p> <ol style="list-style-type: none"> <li>1. What is the core mission and what are the effective best practices of CTE?</li> <li>2. Who are the industry partnerships?</li> <li>3. What are the barriers to system implementation?</li> </ol>
	<p>VTQ - We need to enlarge the bench and identify strengths within the system. Ron Selge tasked with identifying barriers in the MIS data submission process; review the ARCC report as well as the aspects of</p>

ARCC 2.0 system which relies on the MIS data submissions. Will be working to develop focus groups to agree on what is counted, measured and what regulations should be required or rewritten. John Prentiss and Ron Selge will be working together to integrate measurements, outcomes and core indicators process/benchmarks.

**Debra Jones** – Perkins/SB70 Accountability – working to position SB70 or reorganizing the collaborative.

**Ray York** in charge of industry partnerships involved in the reauthorization. Workforce leaders want agencies to be aligned and follow LMI data as well as focus on sector strategies. They want us to operate in a way that leverages both WED and CTE. How does it tie into stackable credentials, assessment scores and tie into career sectors. It will all tie into wages, placement and completion. Need the CTE professionals to have a voice at the Chancellor's Office.

How do we get to the common metrics?

**Debra Jones** – Legislature thinks we don't connect data, outcomes and student success. West Ed is working with Chancellor's Office on a map of California's employment and growth trends, etc.; looking for trends and patterns to emerge. As a CC system, this is our story. We are about providing education, training and employment to students.

A group (Red Team Advisory) consisting of invited guests from WED, CTE, Chancellor's Office and other areas are volunteering their time to discuss issues, strengths, weakness, trends, in the college and throughout the state.

EWD Reauthorization – Where are we? What is the value of EWD and how does it work with Perkins? How do we navigate given the current assets in place? What agencies should work together to solve the problem? What's the curriculum, assessment, pathway, outcome, etc.?

EWD's highest value is navigating the complexity of the system. Need to have a parallel structure for each pathway available through the WIB's.

**Lyla Eddington** – does that mean there will be changes in the initiative centers?

Regionalization is a way to identify needs of employers, colleges and who should respond. We need to incentivize colleges positioned to respond to the need rather than compete with one another to offer the same program.

**Jonathan Lightman to Van Ton-Quinlivan** – Strategic investments into the community colleges will provide training for the unemployed and get them back to work thereby contributing to the local tax base.

**Van Ton-Quinlivan**– tell a story of the 10 best in class programs that would be considered a "mecha" for other states to training in CA or seek employment out of CA. What are other people doing out of the state or out of the country and use it as a model for developing training programs in CA. Engage your most motivated faculty to take the initiative.

How do we work with the local and statewide WIB's to identify the stellar programs to be able to offer the training on a short-term basis?

104 of 112 colleges have health care programs. Let Jack Scott sell the concept to the CEO's and follow it up with a letter regarding diminished resources. Do you have the resources, enrollments? If not, should we be offering the programs? Look at the program reviews?

**Instructional Service Agreement Group - Jeff Cummings /John Means** - Instructional Service Agreements ISA – Barry Russell asked CCCAOE to assist and explore institutions contracting out using instructional service agreements such as Cosmetology, Fire, Police, etc. Should the regulations be changed or how do we standardize the process for consistency statewide? Requesting board members and others to sit on the board.

**Jeff Cummings** to sit on the ISA group and Huntington Beach Post Commissioner to sit on the board. El Camino would be another source for consideration.

SACC-Kim Schenk - SUMMARY:

- AA-T/AS-T Degree Approvals – as of November only 2 colleges had not met the requirement to develop two of these degrees effective FA11. While there is interest from the CO for as many of these to be developed as possible, there is no mandate. This is a report item at every BOG meeting. Discussion regarding the development of these degrees IN ADDITION TO degrees that



- are already "on the books". Is this appropriate? Note that ACCJC must also be advised of these degrees (Barry Russell memo to CIOs in November).
- *Governet and Curriculum Inventory* – The CI is being revised to be drop-down menu driven as opposed to replicating the eleven different forms. Beta testing in January with public review in Spring. Issues of data integrity because data entered into CI does not match MIS.....
  - *Program and Course Approval Handbook*, 4th Edition – The members of SACC reviewed sections of the PCAH and provided recommendations. However, the proposed changes to CI will greatly influence how the PCAH is put together. Some sections are "static" and can be worked on (noncredit, AA-T/AS-T degrees). Recommended to develop a FAQ for the most common issues/questions on the CI. Timeline for adoption of changes is March 2012.
  - A draft of guidelines interpreting Title 5, Section 55003: Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation and a draft set of Q&A on Prerequisites, Corequisites, Advisories and Limitations on Enrollment was reviewed by members of SACC and feedback provided by 10/15/11. No further update was provided in November. These documents are in interim step to assist districts with implementation of the change to title 5 that permits content review alone for the implantation of computational or communication prerequisites in courses other than English and mathematics. It is anticipated that a revision will be made to the Model District Policy on Prerequisites, Corequisites, and Advisories on Recommended Preparation that includes the new regulation.
  - Repeatable Courses – the document drafted by the Academic Senate was approved at Fall Plenary. The section on CTE is excerpted and is a separate attachment.
  - Local approval of stand-alone courses – the CO is assembling the data in preparation for the Legislative report due January 1, 2013. There are a very large number of stand-alone courses. SACC will discuss at next meeting.

Next Meeting—January 20, 2012

### **Recommendations Regarding Repeatability**

#### **Introduction**

In 2010, the California Community Colleges Chancellor's Office, acting under the direction of the California Community Colleges Board of Governors, began to call for changes to Title 5 §55041 on repeatable courses. The System Advisory Committee on Curriculum (SACC) spent considerable time considering the best ways to respond to this call for change, finally developing a package of resolutions that were presented at the Academic Senate for California Community Colleges' Spring 2011 Plenary Session. The issue engendered intense debate and led to several additional competing resolutions at the Plenary Session. Most of these resolutions ultimately failed or were declared moot. The resolution regarding repeatable courses that did pass in Spring 2011 read as follows:

9.03 S11 Eliminate Repeatability for "Activity" Courses  
Richard Mahon, Riverside City College, Educational Policies Committee

Whereas, Title 5 §55041 describes the types of courses that may be repeatable, including the often misunderstood "activity" course (§55041(c) (2) (B)), and the concept of repeatable courses is confusing and is often incorrectly applied at many colleges; Whereas, Students should be encouraged to progress to more challenging levels of course content, and faculty can develop sequences of courses with beginning, intermediate, and advanced levels where students can demonstrate their proficiency at more advanced levels of a body of knowledge; and Whereas, The data on repeatable courses show that students complete these courses in diminishing numbers over multiple opportunities, demonstrating that while opportunities exist for students to repeat "activity" courses several times, students do not avail themselves of these options; Resolved, That the Academic Senate for California Community Colleges recommend a change to Title 5 regulations that eliminates the category of "activity" courses in Title 5 §55041(c) (2) (B) and defines repeatability for specific disciplines.

#### **Career Technical Education:**

Students studying vocational programs must meet degree requirements as well as licensing and other requirements established by the field. The goal of these programs is to provide enough time on task to become proficient with certain skills, especially hands-on application of the knowledge and information provided through instruction. When faculty can establish the acceptable level of proficiency required and the number of hours the college should expect a student to need to achieve that level, then a course can be designed to meet those goals. In all cases, students need access to equipment and facilities and must be supervised while working in labs and other specially outfitted classrooms and while using equipment or other resources pertinent to the course content. Whether students are learning to weld, perform smog checks, mix hair dye, or do court reporting at proficient speeds, all these tasks can be accomplished through curriculum structures that already exist. Both credit and noncredit curriculum can be developed to meet the needs of these students.



**Recommendations:**

Eliminate repeatability for CTE classes. Purposes currently served by repeatability in this area can be accomplished through existing curricular options. Allow students to petition to repeat courses or use other existing curricular structures for purposes of fulfilling licensure requirements. Student need for retraining of job skills can be accommodated through lapse of time policies.

~~CCCCIO – John Means~~

~~EWD – Ray York~~

~~EDPAC – Jeff Cummings~~

~~Academic Senate – Wheeler North~~

~~CCLC – Rick Ida~~

**Regional Consortia – Lyla Eddington**

Issues/Concerns of the Regional Consortia:

1. Has the rates for the CCCAOE conference registration been addressed including:
  - a. Publishing a one day rate
  - b. Give a break on registration fee for presenters.
  - c. Allow folks coming for just the Regional Consortium Meetings to attend free of charge.
2. What is CCCAOE plan for a more integrated legislative advocacy approach into the regions to include local activities led by the CCCAOE VP or designee.
3. Identify how the \$10,000.00 from the regional consortia will be utilized this year.
4. What does CCCAOE see as the role of the regional consortia and what specific activities should be included in the renewal RFA?
5. What has been the role of CCCAOE on the Chancellor’s Office “Red Team” and how is that communicated to the membership of CCCAOE – both getting input and providing feedback.

~~Consultation – Hazel Hill~~

~~Curriculum – Sid Burks~~

~~NCWE – Nick Kremer~~

**Perkins Research & Accountability** – Corine Doughty will join Nick Kremer on the committee.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<b>Action item:</b> Email Jeff Cummings names of those to consider for counsel on the committee. Need faculty to sit on the committee, as well. Hazel Hill volunteered to participate.	Hazel Hill/Jeff Cummings and Membership at Large	February 2012
<b>Action Item:</b> The Regional Consortium Chairs will be meeting with the CCCC staff on January 23, 2012. I would like to be able to report back to the chairs either: <ol style="list-style-type: none"> <li>a. Action taken.</li> <li>b. Plan for action to be taken with a timeline.</li> </ol>	John Means/CCCAOE Board	January 23, 2012

**Conference Planning**

SID BURKS

<b>DISCUSSION</b>	Continue to acknowledge the retirees. Awards Elections	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Keynote Speakers – need 3 speakers:		January 2012



<p><b>Action Items:</b> Confirm the three speakers below by Wednesday, January 11, 2012:</p> <ol style="list-style-type: none"> <li>1. Corine Doughty - CISCO – 21<sup>st</sup> Century Classroom</li> <li>2. John Means - contact Richard ? Open Course Classroom</li> <li>3. Beth Pratt– to contact University of Texas - John Means Rouseshe</li> <li>4. Jonathan Lightman – present on legislative advocacy update - Thursday morning before the board meetings.</li> <li>5. Jonathan Lightman and Mollie Smith – advocacy training</li> <li>6. Julie of Academic Senate will contact - Nancy Shulock – to discuss report on CTE</li> </ol> <p><b>Action Item:</b> Sid Burks to begin contacting list of speakers upon hearing from the group above.</p> <p><b>Action Item:</b> See the attached "Call for Presentations" for a revised list of spring 2012 breakouts. Work with Rich Mabery to follow up on presenters. Identified 21 Yes with 3 Maybes – Sid Burks to follow up.</p> <p><b>Action Item:</b> Pre-Conference –3 hours - John Means will speak with Nick Kremer regarding the conference with the Research and Accountability (includes RP group and the COE).</p> <p><b>Action Item:</b> Upload the Pre-Conference to the website immediately.</p> <p><b>Action Item:</b> Include in the program the icons identifying the strands</p> <p><b>Action Item:</b> Awards – Madelaine Wolfe/Jonathan King – Regional V.P.'s will review and rank 1-5 the applications by Friday, January 13, 2012. Email results to Rich Mabary, MadelaineWolfe and Jonathan King</p> <p><b>Action Item:</b> Elections - Hazel Hill – Submit to the regional consortiums the board nomination request.</p> <p><b>Action Item:</b> All ballots need to be returned by January 20, 2012 deadline for</p> <p><b>Talking Points for Regional V.P.'s: if you've been in a position of leadership at the local level, here is your opportunity to affect change on the SSTF, Reauthorization of EWD and Perkins.</b></p> <p><b>Policies and Procedures – Action Item:</b> Review and send feedback to Hazel Hill by January 13, 2012.</p>	<p>Sid Burks/Rich Mabery/John Means</p> <p>Sid Burks/Rich Mabery</p> <p>John Means</p> <p>Rich Mabery</p> <p>Madelaine Wolfe, Jonathan King/Rich Mabery</p> <p>Hazel Hill/Regional Consortium Chairs/V.P.s</p> <p>Regional V.P.'s</p> <p>CCCAOE Board</p>	<p>January 2012</p> <p>ASAP</p> <p>ASAP</p> <p>January 13, 2012</p> <p>January 20, 2012</p>
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**Review of Action Items/Secretary Recap**

CORINE DOUGHTY

<p><b>DISCUSSION</b></p>	<p>Jonathan Lightman:– John Means will be on the cover of the FACCC magazine as well as Von Tan-Quinlivan</p> <p>Review of Action Items</p> <p><b>Fall 2012 conference themes: Be a User: Get Connected Use it or Lose It!</b></p>	
<p><b>ACTION ITEMS</b></p>	<p><b>PERSON RESPONSIBLE</b></p>	<p><b>DEADLINE</b></p>
<p>Next Meeting March 20, 2012</p>	<p>All</p>	<p>N/A</p>

**Meeting Adjourn**

TIME: 4:30 P.M.