



## Chancellor's Advisory Council Meeting Agenda - June 14, 2013

E-meeting (materials sent June 11, 2013, with  
June 14, 2013, approval deadline)

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Approval of 5/17/13 meeting summary ( <i>Attachment 1</i> )	A	Linda
II. Policies <ul style="list-style-type: none"> <li>• BP 6030 Credit by Examination (Rev.) (<i>Attachment 2</i>)</li> <li>• AP 6030 Credit by Examination (New) (<i>Attachment 3</i>)</li> <li>• BP 9115 Annual Organizational Meeting (Rev.) (<i>Attachment 4</i>)</li> </ul>	D/A	Linda

**Distribution:** Linda Thor, Randy Bryant, Karen Chow, Leo Contreras, Robert Cormia, Dolores Davison, Joseline Diaz/ASFC, Araceli Kaliangara, Rich Hansen, Truly Hunter, Reza Kazempour Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Brian Murphy, Leif Nelson, Dorene Novotny, Erin Ortiz, George Robles, Rowena Tomaneng, Pablo Zamorano/DASB



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL  
SUMMARY  
May 17, 2013

Present

*Robert Cormia, Truly Hunter, Araceli Kaliangara, Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Roberto Sias for Erin Ortiz, Rowena Tomaneng*

**I. Welcome**

Vice Chancellor of Business Services Kevin McElroy welcomed the council on behalf of Chancellor Linda Thor and explained that he would chair the meeting.

**II. Approval of January 25, 2013; February 22, 2013; March 15, 2013; and April 12, 2013, Meeting Summaries**

The January 25, 2013, meeting summary and the February 22, March 15, and April 12, 2013, e-meeting summaries were approved without changes.

**III. Budget Update**

Kevin reviewed the district's 2012-2013 budget and provided a preview of the tentative budget for 2013-2014. He noted that because of the cuts to be implemented June 30, 2013, the district anticipates a nearly balanced budget going into the new fiscal year. After subtracting restricted carryover funds and the district's five percent reserve from the \$33.6 projected 2012-2013 ending balance, it is anticipated that \$10.2 million will be available for the 2013-2014 stability fund.

With regard to the 2013-2014 budget, Kevin indicated that revenue reductions due to the decline in full time equivalent students (FTES) combined with increased expenses will translate into an estimated budget deficit of \$10.2 million. He explained that administration will recommend to the Board of Trustees that the stability fund be used as a one-time solution to offset the deficit with the hope that the district will restore FTES and the economy will buoy the state's budget outlays to higher education. Kevin cautioned that the budget numbers are preliminary and advised that although the district has a plan for coping with the projected deficit for 2013-2014 on a one-time basis, ongoing solutions will be needed for 2014-2015 if additional revenues are not realized.

Despite the prescribed implementation of a plan to address the 2013-2014 deficit, Bob recommended that the district be proactive in identifying solutions and maximizing efficiencies. There was general agreement from the council as cutbacks of the last few years have increased pressures on remaining staff.

Noting that this is the fourth time she has seen the budget presentation and that she will likely see it a few more times in the coming weeks, Judy questioned whether governance meetings could make more efficient use of time by focusing less on information intake and more on solutions. Joe suggested the concept of *flipped governance*, which would parallel the idea of a *flipped*

*classroom* by providing materials like the budget presentation for advance study and reserve meeting time for more substantial discussion and planning. Truly commented that having access to recorded presentation materials would assist classified staff members who have a difficult time attending meetings and would also provide the option of reviewing materials a second time if not understood when first heard, and Araceli noted that placing the presentations on the district web site would ensure that everyone had access to the same information at the same time. Roberto agreed that a new model of governance is needed and that the suggested approach would help facilitate informed decision making. He recommended that plans to develop a more effective governance model be announced at opening day.

#### **IV. Policies**

##### **Board Policy (BP) 1100 The Foothill-De Anza Community College District Name (New)**

Kevin explained that when the proposed new name policy was sent out to the council for approval electronically, concerns were expressed about whether the policy language would prevent the use of the district and college names by employee and student groups. He shared changes made to address concerns, and council members approved the proposed policy by consensus. Kevin commented that the policy would be presented to the Board of Trustees for first reading on June 3, 2013.

#### **V. Review of Summer Meeting Schedule**

Kevin presented the proposed summer meeting schedule for the Chancellor's Advisory Council. He advised that in the past the council has met during the summer only on an as-needed basis and that the summer 2013 meetings may be held electronically or canceled if there are no pressing issues to discuss.

#### **V. Other Information and Updates**

Blanche questioned whether it is likely that the district will be able to maintain current enrollment levels. Judy indicated that she anticipates that Foothill College's partnerships for the new center, responsive science courses, and early summer session will ensure positive enrollment numbers, and Kevin noted that a further decline does not seem likely although an improving economy often means that people leave school for work. Joe suggested that there might be merit in getting out ahead of the national discussion of the value of a degree and having an active conversation about adding competency certifications that would appeal to employers. Truly agreed that students need to be able to articulate to employers that they have developed good communication and problem-solving skills through their coursework.

Vice Chancellor McElroy adjourned the meeting at 3:02 p.m.

DRAFT – REVISED

## **Advanced Placement and Credit by Examination**

**6030**

~~To promote their educational goals students may complete course requirements by examination as determined by the Colleges.~~

### **Advanced Placement**

~~Students may earn credit through advanced placement examination.~~

### **Advanced Placement With Credit**

~~A student may receive up to ten quarter units of credit for each score of 5, 4, or 3 on College Entrance Examination Board Advanced Placement Tests.~~

### **Credit by Examination**

~~The following guidelines will prevail when considering the granting of credit by examination:~~

- ~~a. The privilege of attempting an examination will be granted only when the administration is reasonably assured that the applicant is qualified through previous training or experience or by education for which unit credit or advanced placement has not previously been given. The student must be enrolled in the course.~~
- ~~b. The examination may be an oral, written, or skills test or a combination of all three and will be sufficiently comprehensive to determine that the student had essentially the same knowledge and skills as a student who successfully completes the course and a letter grade will be recorded. Permanent records and transcripts will indicate that the credits were by examination. The student may not repeat the examination.~~
- ~~c. Credit obtained by examination will be recorded only after the student has successfully completed 15 units in residence at a District College.~~
- ~~d. The student will be informed that the credit received will count toward graduation from a District College, but that this is no guarantee that it will transfer to another institution.~~
- ~~e. Units acquired by this procedure will not apply toward the 24 resident units required by the district for graduation.~~
- ~~f. Not more than 45 units will be permitted by this means.~~
- ~~g. Staff members will not receive additional compensation nor have released time for this work.~~

**It shall be the policy of the Foothill-De Anza Community College District to grant credit to any student who satisfactorily passes an examination approved and conducted by proper authorities of the college. Such credit may be granted only to a student who is**

*Foothill-De Anza Community College District  
Board of Trustees  
Board Policy Manual*

**DRAFT – REVISED**

**registered at Foothill College or De Anza College and who meets the qualifying conditions listed in the current College Catalog for courses which are eligible for Credit by Examination.**

**See Administrative Procedure 6030 Credit by Examination**

**Title 5, Section 55050**

Approved 8/1/66  
Amended 11/17/71, 3/2/98

**Revised**

DRAFT – NEW

**Credit by Examination**

**AP 6030**

1. Discipline faculty, through the college's established curricular processes and procedures, shall determine if a course is eligible for credit by examination.
2. A list of all courses eligible for credit by examination shall be maintained by the Office of Instruction and included in the College Catalog.
3. The nature and content of the examination or other cumulative assessment shall be determined solely by the faculty in the discipline that normally teach the course for which credit is to be granted. The faculty shall determine that the examination or other cumulative assessment adequately measures mastery of the course content as set forth in the course outline of record (Title 5, 55050 (c)).
4. The faculty may accept an examination or other cumulative assessment conducted at a location other than the community college for this purpose (Title 5, 55050 (c)). For example, standardized exams regulated or prescribed by the State of California for specific occupational areas, Advanced Placement Exams, etc.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination (Title 5, 55050 (e)).
6. Grading shall be according to the regular grading scale approved by the governing board (Title 5, 55023) except that a student shall be offered a pass/no pass option if that is ordinarily available for that course. (Title 5, 55050 (f))
7. A student who earns credit by examination for a particular course shall not be allowed to subsequently earn credit by exam for any other course that normally precedes that course in a pre-requisite sequence.
8. Units earned by credit by examination shall not be counted in determining the quarter hours in residence required by the associate degree (Title 5, 55050 (g)). Units earned through credit by exam are not considered for Financial Aid, Scholarship, or Veteran Services eligibility and payments.
9. Registration and fees: Students will be registered for a Credit by Examination section of the course created specifically for this purpose. Students who take the examination or cumulative assessment must pay a fee for service equal to the usual per unit enrollment fees for the course, but exclusive of any fee-based supplies. Fees for credit by examination are non-refundable. (Title 5, 55050 (h))
10. The maximum number of units awarded by credit by examination or cumulative assessment shall be limited to 30 units in the district.

*Foothill-De Anza Community College District  
Administrative Procedures*

**DRAFT – NEW**

**See Board Policy 6030 Credit by Examination**

**Title 5, Section 55050**

**Approved by the Chancellor's Advisory Council**

**DRAFT - REVISED**

**Annual Organizational Meeting**

**2305 9115**

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The Board shall hold an Annual Organizational Meeting. ~~In a year in which a regular election for Governing Board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office (i.e., the first Friday in December next succeeding the election).~~ **The annual organizational meeting of the Board will be held within fifteen days of the date that elected governing board members take office, generally at the regular meeting held the first two weeks of December.** Organizational meetings in years in which no regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of such 15-day period, and the Board shall notify the County Superintendent of Schools of the day and time selected. The Secretary of the Board shall, within 15 days prior to the day of the annual meeting, notify in writings all members and members-elect of the date and time selected for the meeting. At the annual meeting, the Governing Board shall organize by electing a President and a Vice President, from its members, and a Secretary.

Education Code section 72000(c), 5000, 5017

Approved 2/3/97  
Amended \_\_\_\_\_