1. **November 18, 2011 Meeting Summary:**
The Meeting Summary from the November 18, 2011 meeting was approved with one correction.

2. **Announcements and Updates:**

   **Budget Update**—The Chancellor’s Office is advising colleges to budget as though the November tax initiative will not pass. The recently announced deficit factor is driven by an enrollment fee shortfall.

   **Legislative Issues**—The Chancellor’s Office is attempting to be both proactive and preemptive in sponsoring legislation to implement Student Success Task Force recommendations. The current “spot” bill addresses Chancellor’s Office funding and governance issues, the BOG fee waiver recommendation, and the matriculation/student success recommendation.

**Vice Chancellor’s Update:**

- Instructional Service Agreements—The number of audit exceptions regarding the current 16 rules that govern Instructional Services Agreements has prompted the Chancellor’s Office to consider introducing more flexibility into the rules. The Vice Chancellor will be convening a representative group (CIOs, Academic Senate, CCCAOE, POST, Fire Marshall, EMT, etc.) to consider changes.
• TBA Hours Issues—Audit tests at local colleges have revealed a number of issues, particularly related to colleges not communicating appropriately with students regarding TBA lab hours (identification of expectations on course outlines and syllabi, etc.). The use by colleges of “arranged hours” (or similar terms) for online and hybrid courses as well as TBA lab hours courses also created audit problems.

• Dual Enrollment/Middle College—There is legislative interest in increasing Dual Enrollment and Middle College programs. The Chancellor’s Office has released an RFA for Middle College programs. The eleven currently existing programs may re-apply and re-identify their goals, but there will be no special advantage given to either existing programs or new ones.

• Instructional Materials Fees—SACC reviewed a draft revision of title 5, Section 59400 and provided input. The goal of the changes is to provide some flexibility for students to use electronic resources, but, at the same time, to protect students from excessive charges. The committee also expressed the importance of ensuring that the freedom of instructors to choose the materials for their own classes is not threatened. The draft will next be reviewed by the Educational Technology Advisory Committee (ETAC).

• Community Services Education Code Provision—In light of the Student Success Task Force recommendation regarding the simultaneous offering of community services courses with sections of credit and/or noncredit courses, Education Code 78300 will need to be revised.

Update—Spring 2012 Conferences:

• ACCE Spring Conferences—February 29, Chancellor’s Office, Sacramento (North); March 22, Location to be Determined (South)
• CCCAOE Spring Conference—March 21-23, Westin Hotel, San Francisco Airport
• CCCCIO Spring Conference—April 18-20, Westin Hotel, San Francisco Airport
• ASCCC Spring Plenary Session—April 19-21, Westin Hotel, San Francisco Airport

AA-T/AS-T Degree Approvals—There are about 250 approved degrees. 25 colleges have approved five or more AA-T/AS-T degrees; there are still seven colleges with either no approved degree or only one.

Guidelines and Q&A to Support Changes in Title 5, Section 55003 Policies for Prerequisites, Corequisites, Advisories and Limitations on Enrollment—There is now a planned February release date for both documents simultaneously.

Governet and Curriculum Inventory—Staff focus is on the implementation of CI 2, a very extensive update based upon providing drop-down menus of choices relevant to the task at hand in contrast to the current dependence on forms. The projected implementation timeline is the second quarter of 2012.

3. Repeatable Courses (title 5 section 55041):
SACC reviewed the first draft of a revision centered upon the need for skill development as the justification for repeatability and debated the merits and disadvantages of this approach against those of using lower division major requirements at transfer institutions as the basis. Based upon SACC’s input, another draft will be brought to the February 10 meeting. In a related discussion, it was observed that there is a need for a system-wide definition of “significant lapse of time” in terms of course repetition. Three years is the most common definition used by colleges.
4. **Program and Course Approval Handbook, 4th Edition:**
Issues discussed included deleting references to CPEC, better explanation of credit hour vs. contact hour concepts, adding instructions for AA-T and AS-T degrees, adding a reference to Accrediting Commission notification required for approved SB 1440 degrees, and removing forms and replacing them with references to CI 2 online menus.

5. **Student Success Task Force Recommendations:**
SACC briefly discussed its role in addressing the Student Success Task Force recommendations.

**Next Meeting:**

February 10, 2012