

### **BOARD MEETING / RETREAT (July 9 & 10, 2007)**

SAN DIEGO, CA

PRESENT: Johanna Bowen, Dan Crump, Tim Karas, Lorrita Ford, Mary Hart, John Koetzner, Mary Ann Laun, Cherry Li-Bugg, Jim Matthews, Tony McGee, Carol Welsh, Gregg Atkins

ABSENT: LuoZhu Cen, Mimi Collins, Jon Fernald, Susan Walsh

#### **1. WELCOME AND INTRODUCTIONS**

##### **1.A. Adoption of the Agenda**

The Board adopted the Agenda with the following additions: 4H. Mary Ann Laun – Report on sabbatical; 4J. Carol Welsh – Report on ETAC; 4I. Jim Matthews and Johanna Bowen – Report on TTAC

##### **1.B. Approval of the minutes of May 4, 2007.**

The Board approved the 5/4/07 minutes with the following corrections: shift Dan Crump from “Present” to “Absent;” add note of appointment of Carol Welsh to ETAC as CCL representative.

##### **1.C. Calendar of Board Meetings for 2007-2008**

The Board set the calendar of its meetings to be:

- September 21, 2007 – Ontario
- January 25, 2008 – (TBA)
- March 6, 2008 – Sacramento
- May 2, 2008 – (TBA)

##### **1.D Board membership for 2007-08**

President Jim Matthews announced that Paula Demanett has resigned as East Central representative. Following his email contact to all of the colleges in the region for volunteers to serve the one-year remainder of the term (to which there were no responses), he appointed Susan Walsh (Merced College) to the Board.

“Termed-out” Board Members are encouraged to bring “guests” from their region to meetings next year as trial for board membership.

#### **2. HOUSEKEEPING, ETC.**

Gregg Atkins reviewed schedules and arrangements for the Board retreat.

#### **3. REVIEW OF PREVIOUS YEAR**

##### **3.A. Membership Report**

Executive Director Gregg Atkins reported that CCL ended the year with 98 paid members (out of 112 possible). He distributed a detailed region-by-region membership history report, and discussed the patterns, trends and anomalies he saw there.

### **3.B. 05-06 Budget Report**

Gregg Atkins distributed the year-end financial statement (ATTACHMENT 1), which showed that income (\$65,288.69) exceeded expenditures (\$60,406.61) by \$4,882.08. On June 30, 2007 CCL had \$34,807.69 in the bank.

### **3.C. Review of the activities of CCL in 2006-2007**

Jim Matthews asked the group to identify the high points of our year.

- Consensus that Deans & Directors meeting was the high point of the year: “star” speakers, location, spring timeframe, podcast later. Johanna suggested we try for chair of Legislative Budget committee; also suggested we ask for pres of CIO’s to speak.
- Tech workshop -- Infopeople worked well. We did not try for North/South last Spring, and there was some unhappiness.
- CCL-EAR Vendor Fair.
- Quality of *Outlook*, Website, listserv, Directory
- Renewed interest in regional meetings

## **4. REGULAR REPORTS**

### **4.A. President**

Jim Matthews reported that CIO’s are strategizing for cutbacks due to the probable loss of \$80 million which will come out of the base in the 07-08 budget.

Further discussion (with Mark Liu) about the Statewide Academic Senate President’s plan to not appoint any faculty librarians to the Counseling and Library Faculty Issues Committee reveals that it is because the CFLIC is going to have a new responsibility for 07-08 to plan an Institute for Counselors. He feels that this does not need to include librarians.

Jim feels that the best strategy now is to get faculty librarians appointed to the CCCCCO Advisory Committee. This puts individuals in place to be appointed to other AS committees.

### **4.B. CCL-EAR Update**

Chair Tim Karas introduced Tony McGee (Southwestern College) who is the new vice-chair / chair-elect of CCL-EAR. Tim gave a status report on the work plan of CCL-EAR (see ATTACHMENT 2) and also shared a final draft description of the work of the chair and the responsibilities of the committee members (see ATTACHMENT 3).

Tim shared a spreadsheet (posted on the CCL-EAR website) which detailed the status of products and their dates of reviews. He also noted that Sarah has a product for everyone to use which gives number of full text journals in every database offered. The website will provide the current FTES numbers (which will be now one year behind instead of two years behind).

### **4.C. CC Library Consortium**

Consortium Director Sarah Raley was absent due to scheduled vacation, but through Tim Karas sent a report that this was a good Spring for orders.

### **4.E. CCCCCO Advisory Committee**

Chair Dan Crump reported that the group had a conference call in Fall to approve the suggested changes to the Annual Data Survey. Full membership from Academic

Senate has still not been realized, as well as from other constituent groups. This group will continue as a partner with CCL to make the Annual Data Survey happen and to revise/update as necessary. An in-person meeting will be scheduled for Fall 2007.

Dan approached LeBaron Woodyard, CCCCCO about approving the changes to the survey questions for CCCCCO to distribute. TRIS has said yes. Carol moved that we contract with someone to revise the annual survey. Ask Johanna to work with MIS folks about cost etc. to get this done. Advisory Committee has approved the changes; LeBaron has approached Patrick about this and approved it; CCCCCO will probably want to control and “own” the product. It will probably be necessary for CCL to pay the cost of hiring someone to actually update the survey.

The Board decided that colleges should be asked to do both 2005-06 and 2006-07 using the new format. Johanna Bowen will be the CCL contact with TRIS staff to discuss and make arrangements to get survey updated and ready for use. She has the authority to hire Terrence to do revision work if necessary.

The Board directed the existing Annual Survey Sub-Committee to continue meeting to update and rework all survey instructions, examples, etc. as soon as possible.

#### **4.F. Regional Representatives**

S.F.-East Bay: Contra Costa is moving back into its renovated library. Los Medanos is moving into its brand new library. Laney, Alameda & Merritt are developing FPPs for new/renovated buildings. Ohlone is hiring a new Dean without library background requirements. Los Medanos is participating in an East Contra Costa County NEA Grant, “The Big Read.”

Southwest Bay: Cañada’s new LRC opened June 18. Evergreen Valley is creating a new Dean position to replace Vicki Atherton, but it does not require library experience.

#### **4.G. Outlook and Website**

Due to increased responsibilities at her campus, Mona Martin has resigned as newsletter editor; her last issue will be in July for this year. Johanna Bowen volunteered to “carry it forward” but Fall will be a time to find an assistant editor to take over in 6 months to a year. Johanna will look into eNewsletter version with teasers for Outlook.

Johanna reviewed the three website redesign possibilities which contractor John Mauceri prepared for a new Web front page for CCL. The Board indicated its preference for the 1<sup>st</sup> of the three shown.

#### **4.H. Mary Ann Laun Sabbatical Update**

Mary Ann Laun reported on her Sabbatical project about *Digitization Activities and Trends in CCC libraries*. She noted that although IMLS surveyed 1200 colleges, only a few cc’s responded; she ended up doing her own national survey. Found a wide variety of practices.

The Board discussed possible CCL uses of her report. Group requested that she write up a short version of results and recommendations for the *Outlook*. She wants to raise awareness of campuses about the issues: saving, preserving, microfilming, digitizing and then. She wants to get a grant to take her efforts a step further by getting grants. Gregg suggested a conference on the topic. CCL might support a grant writer for getting money to create a program for archiving college records.

#### **4.I. TTAC (Johanna Bowen, Jim Matthews)**

The BCPs were not successful, and there is not much if any new funding.

Centers will be put on CENIC this next year (CCCCO held off because there wasn't any ongoing support money in the first funding.) There has been no COLA for Tech dollars since 1997. Patrick Parry's priorities are System Wide activities like CENIC, GIS data, Finding a Course Management System they can support -- they talk about SAKAI & Etudes & Moodle etc. (BlackBoard WEBCT is getting too expensive).

A TECH III plan draft (for 2007-2010) was put together at a TTAC retreat. The "Top 10" projects were: Redundant Circuits; Off site Center connection; Wireless Infrastructure; GIS; Accreditation Wizard; Assessment for placements; Emerging Tech Information Dissemination; COLA for TTIP; Libraries for Vocational Ed.) Attempt was made to tie this plan to System Wide Strategic Plan.

Board noted that whereas Tech I and Tech II were developed with broad input by the whole community, this plan is being done entirely by TTAC for later dissemination.

#### **4.J. DTAC/ETAC (Carol Welsh)**

Carol Welsh serves as the CCL representative to this committee. She reported on its May 2007 meeting (ATTACHMENT 4).

### **5. CCL WORKPLAN REVIEW AND REVISION**

#### **5.A. Communication Issues:**

- a. CCL Wiki (Should we develop and maintain a WIKI?)

The Board agreed that we should replace the static Web links page with a WIKI. CCL will announce when the new website comes up, and will hope to demo at 9/28 workshop. Board agreed that CCL should acquire a WIKI subscription.

- b. CCL Website improvements

(See 4.G.)

- c. CCL Listserv questions and survey archiving.

CCL will proceed with plans to acquire a SurveyMonkey license for use by all cc libraries. We want to transition from the casual listserv query to a package that has some guidelines for community responsibility as well as providing the tool and archives. We will then make a place in the WIKI for the survey. Gregg Atkins, Mary Ann Laun, and John Koetzner will work on the package for presentation to the Board. Any casual survey should then have a survey which is summarized on the WIKI. Mary Ann was asked to write an article for the *Outlook* on the process/skill in incorporating library questions into any institutional questionnaires.

Mary Ann Laun agreed to monitor the listserv and ask people who post group questions to also post results. She will check to see if it is possible to retroactively create an archive for the CCL listserv.

## **5.B. Leadership**

### **a. Discuss statewide leadership opportunities and challenges for CCL** (reshape CCL to include all faculty librarians?)

The Board reviewed the history of CCL and previous discussions about how to better reach or include faculty librarians. While the Board recognized that some kind of vehicle needs to be available to link/connect/organize faculty librarians, it did not feel that the current basis for CCL should be changed.

Discussion continued about possible use of CCL-EAR's earinfo listserv, and how to recognize and encourage its wider use. Jim Matthews was asked to query earinfo about whether faculty librarians wanted to use it in a wider context, and whether to officially expand the listserv.

John Koetzner spoke of the ACRL management document that is worth looking at and he will write a highlight for the *Outlook*. Discussion then continued about management and current problems in libraries.

The Board discussed the trend towards taking the library director position and having it be a Dean of Library services, DE, learning resources etc. filled by an administrator with no library background or experience; then a faculty librarian becomes the Dept. Chair with responsibilities for day-to-day management of the library.

Should CCL continue to explore these decisions? Should we try to define and communicate what the role is of a good library manager? We need to reach the CIO's and CEO's who are making the decisions about how we run these institutions. Jim Matthews wants to do a survey and then advocate for a good library managers.

We need to punch up the value of libraries (as directed by professional library managers) in direct support of TRANSFER education.

### **b. Discuss the development of resources to provide to new library "chiefs"?**

(Welcome packet? A mentor arrangement? Etc.)

No discussion; continued to next meeting.

### **c. Discuss the "Repurposing of the director position"**

(Best Practices for library management paper?)

(See 5.a. above.)

### **d. What to do about the demise of LRACCC.**

Consensus was to do nothing officially. Dan Crump was worried about the role LRACC played with appointing members to CCCCO Advisory committees. We note that two of the organizations that had guaranteed seats on the Advisory Committee no longer exist. Should we throw it into their lap?

The Board agreed that Jim Matthews should write a letter with our concerns and ideas to LeBaron Woodyard. CCL is interested in what the

CCCCO thinking is. Jim can ask if CCL should supply two additional members?

**e. What to propose for the CCCCCO Library and Learning Resources Advisory Committee Mission and membership?**

Dan Crump was worried about the role LRACC played with appointing members to CCCCCO Advisory committees. We note that two of the organizations that had guaranteed seats on the Advisory Committee no longer exist. Should we throw it into their lap?

The Board agreed that Jim Matthews should write a letter with our concerns and ideas to LeBaron Woodyard. CCL is interested in what the CCCCCO thinking is. Jim can ask if CCL should supply two additional members?

**f. What should be the CCL relationship with the State Academic Senate?**

**g. When do we sponsor outside organization's workshops?**

**5.C. CCL-Ear Committee:**

**a. Discuss the committee's request on whether to pursue new online products (e.g., streaming videos).**

The Board enthusiastically supported CCL-EAR's interest in these new kinds of products. The Board discussed the Google tool (which gathers websites of particular use to cc students) developed by Norman Buchwald at Chabot College, with the purpose of making a decision as to whether to officially endorse it and promote it. The Board decided to continue to monitor it as an experiment and reconsider it a later meeting.

**b. Discuss proposed committee member duties draft**

(See ATTACHMENT 3). Tim Karas reviewed the draft "Duties of CCL-EAR Committee members" and led the discussion about it. The Board decided to review the draft and reconsider it at the next Board meeting.

**5.D. Consortium Issues:**

**a. Discuss and review CCL – CCLC consortium agreement**

Gregg Atkins distributed copies of the MOU Between CCL and CC League which established the Consortium and govern its operation. The essence of document is joint responsibility for the activities: CCL is responsible for the CCL-EAR committee and promotional activities; CC League runs the day-to-day operation with the director as a member of its staff. The CC League has financially supported the Vendor Fairs and other activities as well.

Gregg reviewed concerns about how the League is handling some aspects of the day-to-day operation, and is also limiting Sarah's involvement at professional meetings. League has apparently limited the money spent on support for financial management.

The Board agreed that Jim Matthews and Gregg Atkins will meet with the new Special Programs person at the League to discuss these concerns.

**b. Discuss possibility of expanding CCL-EAR to include non-California members**

The Board noted that a request had not been made by the Arizona schools or any other non-California school. Should such a request be made, the Board will then review and act. The Board is not now interested in offering any seat on CCL-EAR prior to a request. As is true for any California library, all CCL-EAR meetings are open to anyone who wishes to attend.

**6 APPOINTMENTS**

**6.A VICE-PRESIDENTS:**

Mary Hart (South) and Lorrita Ford (North)

**6.B TTAC**

Johanna Bowen

**6.C CCCC LIBRARY PROGRAMS ADVISORY COMMITTEE**

Jim Matthews (as CCL President);

Carol Welsh recommended to CIOs for library administrator slot

**6.D CCCC DETAC / ETAC**

Carol Welsh

**6.E OUTLOOK EDITOR**

Johanna Bowen

**7 2007-2008 ACTIVITIES PLANNING**

**7.A. Fall Workshop North.**

The Board decided to repeat the Tech Workshop in Walnut Creek on September 28 if the Infopeople presenter is available.

The Board discussed possibilities for a Spring 2008 Workshop. Possible topics include: Student of the Future, SLOs and Libraries, Using CMS for Libraries. Lorrita Ford will develop a survey and post it to the listserv to get input from the colleges prior to the next Board meeting.

The Board decided to hold a Spring Workshop on April 25, topic and location to be decided.

**7.B. Spring Deans and Director Meeting Planning**

The Board decided to hold the 2008 Deans & Directors Meeting on Friday, **March 7** in Sacramento, using the same format as the 2007 meeting.

**7.C. 07-08 Budget Development**

Gregg Atkins reviews the 06-07 budget and expenditures, and presented a draft budget. He reminded the Board that it decided last year that dues would be raised to \$150.00.

The Board approved the 2007-08 budget as presented.

(See ATTACHMENT 5.)

## **8. ANNUAL DATA SURVEY COMMITTEE REPORT**

(See 4.E.)

## **9. Annual Achievement Award**

The Board agreed that the existing criteria will be used, and that the award should be presented at the Deans and Director meeting.

### **What are you reading:**

Mary Hart, Middlesex

Johanna Bowen, Water for Elephants (paper) Invisible Prey (ipod)

Carol Walsh, Just Call Me Mike by Mike Farrell

Jim Matthews, Marooned in Realtime and Hundred Years of Solitude

John Koetzner, Bangkok 8, Not Yet Drowned (Galley proof)

Tony McGee, My Sax Life,

Cherry Li-Bugg To kill a mocking Bird

Dan Crump World Rushed In

Mary Ann Laun, A Thousand Splendid Suns, Riding with Rilke; reflections on

Motorcycles and books

## **10. Announcements, Closure, etc.**

### **Agenda Building:**

SLO's & Program Review: What could we do for current libraries.

Spring Workshop

Report on Annual Data Survey

New Librarian "welcome wagon" approach from Regional Reps., President; become the mentor regarding CCL

Next meeting: Friday, 9/21/2007 – 9:30 – 3pm in Ontario, CA



**ATTACHMENT 1****COUNCIL OF CHIEF LIBRARIANS, CCC****• INCOME AND EXPENDITURE REPORT 2006-07**

STATEMENT FOR JUNE, 2007

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	10,000.00	100.00	10,000.00
Consortium	50,000.00	0	48,955.14
Interest	75.00	2.85	49.37
Miscellaneous	5,500.00	0	6,284.18
CCLC Pass-Thru	0	0	0
<b>TOTAL</b>	<b>65,575.00</b>	<b>102.85</b>	<b>65,288.69</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Executive Board Retreat	7,500.00	0	9,754.14
Executive Board Meetings	6,000.00	0	7,724.95
President's Travel	2,000.00	539.80	1,701.36
Exec. Director Stipend	6,000.00	500.00	6,000.00
Workshops	10,000.00	0	6,650.04
Annual Meeting	500.00	0	4,559.45
Area Meetings	500.00	0	516.66
Publications	4,000.00	0	1,707.50
Website	4,500.00	0	1,239.40
Supplies/Operations	250.00	50.00	228.00
CCL-EAR Committee	12,000.00	226.12	13,519.21
Databases (Countrywatch)	8,700.00	0	6,768.90
Miscellaneous	100.00	0	0
Data Survey Committee	3,000.00	0	0
CCLC Pass-Thru	0	0	0
<b>TOTAL</b>	<b>65,050.00</b>	<b>1,315.92</b>	<b>60,406.61</b>

<b>ACCOUNT BALANCES</b>	<b>JUNE 2007</b>
<b>Savings</b> Beginning Balance	16,538.46
Income	2.85
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,541.31
<i>Savings Ending Balance</i>	<i>16,541.31</i>
<b>Checking</b> Beginning Balance	19,482.30
Income	100.00
Transfer to Savings	0
Transfer from Savings	0

Expenditure	1,315.92
<i>Checking Ending Balance</i>	<i>18,266.38</i>
<b>TOTAL</b>	<b>34,807.69</b>

## **ATTACHMENT 2**

### **CCL-EAR/Consortium Update**

#### **CCL-EAR Meeting Dates for 07/08:**

- September 5, 2007, Phone conference, 9-11 am (minutes: Paula)
- October 18-19, 2007 in Sacramento (minutes: Carolyn on 10/18; Shelley on 10/19)
- December 5, 2007, Phone conference, 9-11 am (minutes: Jean)
- January 31-February 1, 2008 in Ontario (minutes: Norman on 1/31; Lorilie on 2/1)
- March TBA, Phone conference (minutes: Barbara)
- May 8-9, 2008 in Oakland (minutes: Glorian on 5/8; Steve on 5/9)

#### **CCL-EAR Reviews**

- Psychiatry Online: Preview (completed)
- Nursing and Allied Health Comparison Review
- NetLibrary: Review
- Wilson Art Museum Image Gallery: Review
- Lexis Nexis: Update
- Vault Career Library: Preview
- National Library Alliance/RefSTAT: Preview (completed)

#### **Consortium Website**

- Posted Fall 2006 FTES
- Posted spreadsheet of full text titles in each electronic resource to use as a tool to complete the Annual Data Survey
- Monthly college usage statistics are available for Gale, Proquest, and EBSCO products. A rolling 12 month backfile will be available.

#### **New Consortium Products Available in Fall 07**

- World Book
- Facts on File
- National Library Alliance
- Vocational Biographies
- Xrefer
- ABC-CLIO

#### **New Consortium Customers**

- 4 Arizona Community Colleges placed orders with the consortium in Spring 07. The colleges are: Pima, Yavapai, Prescott, and Estrella Mountain.
- Sarah will visit Pima in the Fall

## **ATTACHMENT 3**

### Committee Duties:

#### Chair

1. Chair of CCL-EAR Committee
  - Develop agendas for committee meetings
  - Monitor work assignments between meetings
  - Facilitates committee meetings and teleconferences
  - Establish and maintain communication with Committee members
  - Handle correspondence concerning Committee work, policies, etc.
  - Monitor committees fiscal activities
  - Carry out new projects as directed by Board
2. Collaborates with Consortium Director
  - Correspondence with vendors
3. Act on behalf of Committee to expedite work
4. Represent Committee at CCL Executive Board Meetings
5. Represent Committee with other groups as required

#### Vice-Chair (Chair Elect)

1. Serve in absence of Chair at Committee meetings
2. Assist with the planning and logistics of committee meetings
3. Recruit new regional representatives
4. Participate in product reviews
  - Participate in at least one product reviews yearly
  - Develop review criteria and template
5. Act on behalf of Committee to expedite work if so directed by Chair

#### Regional Representatives

1. Representative (and facilitator, coordinator, organizer) of one of ten regions
  - Link to regional membership
  - Resource to other members of region
  - Information gatherer from within one region
  - Attend all committee meetings and teleconferences
2. Participate in product reviews
  - Participate in at least two product reviews yearly
  - Develop review criteria and template
3. Assist with membership work
  - Work with Chair to recruit regional representatives
4. Work on Committee ad-hoc task forces and sub-committees as necessary
5. Recommend to CCLC Consortium Director new electronic products for licensing
6. Perform other duties as assigned

## ATTACHMENT 4

# Educational Technology Advisory Committee (ETAC) Meeting

Meeting Date: Friday, May 11, 2007

### 1.1 Adoption of Agenda

Additional items:

- DE Accessibility – Laurie Vasquez
- Offering DE Courses Outside of District – Mark Lieu
- DE Development and Instructional Issues – Laurie Vasquez
- Definition of Hybrid – Scott Vigallon

### Item 2 Official Business

#### 2.1 Charter Review and Committee Title

- For future meetings, some members would like to have electronic access via Confer to minimize long and costly travel
- The committee discussed several options for the committee's title and finally chose **Educational Technology Advisory Committee (ETAC)**.
- Members reviewed Standing Order 409 that established the committee, the Charter for the committee formerly known as the Distance Education Technical Advisory Committee (DETAC) and the Charter for the Telecommunications and Technology Advisory Committee (TTAC). After a discussion, members directed Ken Nather to make revisions to the document and circulate to the members for review and input.

**ACTION:** Ken will send committee members draft copy of revised Charter for ETAC

#### 2.2 Organizational Interactions with TTAC and SACC

Current ETAC members also appointed to TTAC:

Michelle Pilati – Academic Senate (AS)  
Wheeler North – AS (to be appointed to ETAC 7/1/07)  
Barry Russell – CIO  
Ken Nather – Chancellor's Office (CO)

Current ETAC members also appointed to SACC:

Michelle Pilati – AS  
Wheeler North – AS  
Ken Nather – CO

Proposed Organizational Interaction:

- Appointed members as noted above will attend meetings of each committee.
- Have slot on each agenda to report-out the activities and issues discussed at the SACC and TTAC meetings.
- Develop workable model of communicating between the committees (i.e., develop issue papers with recommendations, have one member from ETAC who is also a member of TTAC or SACC present the issues as well as an overview of the ETAC meeting at the next meeting.)

#### 2.3 Meeting Dates and Proposed Agenda Items for FY 2007/08:

All meetings will occur on Thursdays from 10:00 to 3:30 as follows:

- Sept. 27
- Nov. 8
- Feb. 28

- May 1
- Future Agenda Items
- Best practices website configurations for identifying DE offerings and type of CMS
    - Accessibility accommodations
  - Incarcerated students and DE
  - Articulation with CCs and four-year institutions
  - Returning Veterans – outreach through DE within CCs
  - Noncredit DE – why the downward trend in student enrollments and course offerings since
  - Student retention issues in DE courses

### Item 3 System Office Update

#### 3.1 Draft DE Guidelines

- Ken Nather presented an overview of the DE Guidelines that are currently being revised in anticipation of regulatory changes that will take effect by September.
- The Board of Governors (BOG), at the May 7, 2007 meeting, had its first reading of proposed regulatory changes that affect many aspects of curriculum. The packet contained a series of regulations governing distance education (DE) within the community colleges.
- The Board is currently in the process of accepting public comment.
- The Consultation Council will have another opportunity to review the package at its May 17<sup>th</sup> meeting, and if necessary at its June meeting, before the proposed regulation changes are finalized for action by the BOG in July.
- Ken asked the members to review sections of the DE Guidelines and provide input on proposed revisions that might be incorporated. The following are the agreed upon sections that each member will review:
  - Accessibility – Laurie Vasquez
  - Guidelines – Barry Russell, Carol Welsh, Michelle Pilati and Bob Bramucci
  - Glossary – Wheeler North, Laurie Vasquez, Jeff Shimizu, Scott Vigallon

#### 3.2 Draft DE Report

- Ken Nather provided an overview of the updates to the DE Report that will be presented to the BOG in July 2007.
- Mark Lieu suggested that we attempt to track noncredit reporting in prior years to determine why there has been a constant decline in student enrollments in noncredit DE since 2002-03.

#### 3.3 Base Camp Software - Bob Bramucci, Riverside City College

- Bob provided an overview of the website's features.
- Bog will provide members with a Project Site for the collaboration on the DE Guidelines over the summer months.

#### 3.4 Task Stream Program – Susan O'Hara, CSU-Sacramento

- Dr. O'Hara provided the members with an overview of Task Stream. Following the presentation, the members discussed applications for the tool within the community college system.
- One area in which Task Stream might have an application is with Student Learning Outcomes (SLO) being developed at individual community college campuses.
- Susan invited members to contact her to get access to a free site on which the member could access a trial version.

**ATTACHMENT 5**

**COUNCIL OF CHIEF LIBRARIANS, CCC  
BUDGET PLAN 2007-08**

<b>INCOME</b>	<b>Annual Budget</b>
Memberships	15,000.00
Consortium	50,000.00
Interest	75.00
Miscellaneous	5,500.00
CCLC Pass-Through	0
<b>TOTAL</b>	<b>70,575.00</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>
Executive Board Retreat	7,500.00
Executive Board Meetings	8,225.00
President's Travel	2,000.00
Executive Director Stipend	6,000.00
Workshops (2)	10,000.00
Annual Meeting	6,000.00
Area Meetings	500.00
Publications	2,500.00
Website	4,500.00
Supplies/Operations	250.00
CCL-EAR Committee	12,000.00
Databases	7,500.00
Miscellaneous	100.00
Data Survey Committee	3,000.00
CCLC Pass-Through	0
<b>TOTAL</b>	<b>70,575.00</b>