

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
November 21, 1989

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, L. Fairly, C. Hanson, P. Moorhouse
D. Oroz, D. Ringer, M. Nichols, Student Rep
RESOURCE: E. Cohen, J. Friedlander, C. Kuster, D. Sloane, B. Miller
GUESTS: R. Casier, K. Jeter, J. Kay, K. McLellan, M. Nelson

APPROVAL OF MINUTES:

<u>October 17, 1989</u>	M/S/C	Oroz/Diaz	Unanimous
<u>October 24, 1989</u>	M/S/C	Bobgan/Diaz	Unanimous

PRESENTATION BY DRS. CASIER AND KAY ON THE ROLE OF CPC IN BUDGET PLANNING

The Chair introduced Drs. Casier and Kay, representing the Instructors Association, who appeared before the Council to comment on the role of the College Planning Council in budget development and decision making processes and, more specifically, to request CPC consideration for the allocation of additional lottery dollars for faculty salaries.

In his remarks, Dr. Casier made several major points: Budget planning is the priority activity on campus which results in the production of a planning document for overall college operations. The budget is also an important political document, and as such, all representative groups on campus should participate in its development. Dr. Casier observed that because the College Planning Council has the responsibility of making recommendations to the President and ultimately to the Board of Trustees, it should make budget planning a top priority by taking a more direct role in budget development and the allocation of general fund and lottery resources. Concern was expressed that faculty interests are not being addressed vis-a-vis other college units. For example, it was pointed out that although the College has received over 1.6 million dollars in lottery within the last year, only 225,000 has been allocated to faculty salaries and benefits at the same time that approximately 1 million has been allocated to campus parking and structures. Drs Kay and Casier made a strong plea that the Council reevaluate this year's lottery allocations and recommended that a greater portion of future lottery be allocated for faculty salaries and benefits.

As Chair of the Council, Mr. Romo expressed his opinion that it would be inappropriate for the Council to make recommendation to the President and to the Board on the allocation of lottery funds for faculty salaries because salaries are clearly a negotiations item.

ACTION ITEMS

Hearing Stage

DIVISION CHAIR COUNCIL RECOMMENDATIONS ON EXEMPT REPLACEMENT POSITIONS AND NEW CERTIFICATED POSITIONS, 1990-91.

The Chair reported briefly on the action by the Division Chair Council on certificated requests submitted for the 1990-91 year. He reviewed the procedures, departmental data, and criteria used by the departments and the Office of Academic Affairs to make their recommendations to the Division Chair Council. The two primary criteria used were: the percent of the program taught by hourly instructors and maintenance of program viability. The Division Chair Council accepted the recommendation from the Office of Academic Affairs to fill eight exempt replacement positions and 12 additional new positions. Although the Division Chair Council acknowledged the present funding limits, it chose to rank 30 requests should additional funding become available from AB 1725. Mr. Romo recommended that the Council take action on the replacement positions and the 12 ranked new positions so that the hiring process could begin as soon as possible. The eight Exempted positions recommended by the Division Chair Council are:

Associate Degree Nursing	Replacing Nan Metz
Biology	Replacing James Campbell
English	Replacing Hazel Stewart
Graphic Communications	Replacing Jack Brashears
French	Replacement Norma Thompson
Mathematics	Replacing Byron Culbertson
Theatre Arts	Replacing Tod Fortner
Philosophy	Replacing Peter Angeles

M/S/C Bobgan/Moorhouse Unanimous

To waive the rules for a two-stage hearing on certificated requests, 1990-91.

M/S/C Bobgan/Moorhouse Unanimous

To approve the recommendations of the Division Chair Council for the Exempted Replacement Positions.

The Council agreed to convene on December 5 to rank the remaining twenty positions. It recommended, however, that the College proceed with the development of job announcements for the 12 ranked positions* immediately:

English Composition & Literature
English as A Second Language
Mathematics
Art (Sculpture & Drawing)
Accounting
Drafting/CADD
Business Office Education

Early Childhood Education
Theatre Arts (Costume)
Communication
Associate Degree Nursing
Spanish

*Pending approval by the President.

OFFICE OF STUDENT AFFAIRS: CERTIFICATED REQUESTS

Mrs. Fairly presented a request for three certificated counseling positions from Student Affairs:

1. A full-time certificated articulation office/UCSB Transition Program Coordinator.
2. A full-time certificated Matriculation Specialist Counselor.
3. A full-time categorically funded Counselor in EOPS.

It was explained that the EOPS counselor position is a conversion from one-half time to full time, with no cost to the district, and, if funded, would be a tenure track position. The Matriculation Specialist position, if approved, would require no additional district monies. The Council, however, felt that this request should be presented to the Matriculation Committee prior to its consideration by the College Planning Council. Mrs. Fairly agreed to do so.

M/S/C Oroz/Diaz Unanimous

To waive the rules for a 2 Stage Hearing and consider the request by Student Services to convert a one-half time position to a full-time, categorically funded, Counselor position.

M/S/C Oroz//Diaz Unanimous

To recommend approval of the full-time, categorically funded, Counselor position in Extended Opportunity Programs & Services (EOPS).

UDGET AND LOTTERY UPDATE

Dr. Hanson reported that there has been some increase in enrollments which will result in additional general fund dollars. The College expects to receive approximately 1.6 million dollars in lottery this year. Dr. Hanson remarked that the college should expect a reduction in future lottery funding.

The next meeting will be on December 5, 3:00 in A218C.

cc: Dr. Peter MacDougall
Deans/Assistant Deans
Division/Department Chairpesons
Mr. Miller
Mr. Pickering
CSEA Representative

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
December 5, 1989

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, L. Fairly, K. Hanna, P. Moorhouse,
D. Ringer, B. Vincent
RESOURCE: E. Cohen, J. Friedlander, C. Kuster, D. Sloane
GUESTS: R. Cameron-Wedding

The Chair introduced Rita Cameron-Wedding, Dean of Student Affairs, (EOPS) temporarily replacing Bill Cordero who has taken a position with the Chancellor's Office in Sacramento.

PRESIDENT'S RESPONSE TO CERTIFICATED REQUESTS, 1990-91 RECOMMENDATIONS, ACADEMIC AFFAIRS

The Chair reported the President's actions on the recommendations for certificated requests from the Division Chair Council and the College Planning Council. The President

1. Approved the Exempted Replacement Positions (8): Associate Degree Nursing, Biology, English Composition & Literature, French, Graphic Communications, Mathematics, Philosophy and Theatre Arts.
2. Approved the development of position announcements for 12 Ranked Positions with the **exceptions*** noted below:
 1. English Composition & Reading
 2. *English as a Second Language (not approved at this time)
 3. Mathematics
 4. Art (Sculpture/Drawing)
 5. Accounting
 6. Drafting/CADD
 7. Business Office Education
 8. *Early Childhood Education (not approved at this time)
 9. Theatre Arts (Costume)
 10. Communication
 11. *Associate Degree Nursing (not approved at this time)
 12. Spanish

The Council made a strong plea in support of the English as a Second Language request. Members cited impacted classes and continuing enrollments and the fact that the ESL classes feed into many other disciplines on campus. Consensus of the members is that ESL will continue to be a high demand area and that enrollments will not decrease within the foreseeable future. The Chair reviewed briefly the ranked positions #13 through #20 which are recommended* if funding is available:

13. Mathematics
14. English Composition & Reading
15. *History
16. Drafting/CADD
17. *Psychology
18. *Philosophy
19. *Earth Sciences
20. *Electronics/Computer Technology

M/S/C Ringer/Moorhouse Unanimous

To accept the recommendations of the Division Chair Council on the Ranked Certificated Requests #1 through #20.

Although DCC acknowledged that there is funding for only 12 new positions, it recommended ranking 20 requests if additional AB 1725 funding is available.

STUDENT SERVICES REQUEST FOR CERTIFICATED COUNSELOR POSITIONS

Mrs. Fairly announced that the Office of Student Affairs was submitting its request for a MATRICULATION SPECIALIST COUNSELOR to the Matriculation Committee for its recommendation. The request could be brought back to the Council at a later date. The Articulation Officer/UCSB Transition program Coordinator position is under review and will be resubmitted to the Council.

The proposal to increase one half-time counselor to full time in EOPS was reviewed by Vice President Fairly. This position, if approved, would be tenure track, categorically funded.

M/S/C Ringer/Moorhouse Unanimous

To submit to the President the recommendation for approval of a full-time tenure track, categorically funded Counselor position in Extended Opportunities Programs and Services (EOPS).

STANDARD ONE: GOALS AND OBJECTIVES - Survey

Dr. Friedlander presented a proposal to conduct a study of student outcomes (achievement of educational goals) by surveying to what extent students take advantage of services offered by the college. The survey measures student participation in art, music, theatre, athletic, science, counseling and career planning activities, clubs and organizations and student interactions with faculty. The survey is part of the self-study portion of the accreditation process and has been endorsed by the Division Chair Council.

M/S/C Hanna/Bobgan
To endorse the proposal to conduct a study of student outcomes using the questionnaire described by Dr. Friedlander.

The next meeting will be on January 2, 1990.

jdm
cc: Dr. Peter MacDougall
Deans/Assistant Deans
Division/Department Chairs
Mr. Miller
Mr. Pickering
CSEA Representative

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
January 2, 1990

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, L. Fairly, K. Hanna,
C. Hanson, P. Moorhouse, D. Ringer, W. Vincent, M. Nichols,
student representative.
RESOURCE: E. Cohen, J. Friedlander, C. Kuster, D. Sloane
GUESTS: K. McLellan

APPROVAL OF MINUTES: November 21, December 5

Deferred

ACTION ITEMS

Hearing Stage

Matriculation Specialist Counselor

K. McLellan presented a request from the Counseling Department for a permanent full-time certificated Matriculation Specialist Counselor. Primary responsibilities of this position are to provide counseling to new and continuing Matriculation students, develop more comprehensive student orientation programs and pre- and post-counseling resource materials, and to coordinate computer-based counseling and data-based counseling support services. Funding for this position would be provided from Matriculation and hourly counselor budgets.

Certificated Articulation Officer

The request from the Counseling department for a one-half-time permanent certificated Articulation Officer is based on the need to update and manage current articulation and to develop new agreements with four-year institutions. It was explained that in the past articulation duties have been divided between a counselor and the Transition Director; however, the demands for articulation management have increased significantly to justify a full-time position. (Articulation with UCSB will still be handled by the Transition Director.) This position, if approved, would be supported by general fund or AB1725 dollars. Members noted that the projected salary for this half-time position is high (\$24,785), particularly in times of fiscal constraints, and it was suggested that the position could be classified. Mr. McLellan responded that articulation is a significant institutional activity with far-reaching aspects and that the officer who has responsibility for its management should be a professional.

REPORTS

Electronics Replacement Position

J. Romo reported that the Division Chair Council voted to recommend that the position vacated by Maury Ryan in the Electronics Department be filled on a permanent basis. The President approved the DCC recommendation.

Accreditation Standard One and Standard Eight

J. Friedlander, chair of Standard One, and C. Hanson, representing Standard Eight, asked members to critique the reports and to submit any recommendations to the committees prior to the next CPC meeting on January 16.

INFORMATION ITEMS

Dean, Student Development

L. Fairly reported that the position for Dean, Student Development, has been reopened and that the College is now accepting applications.

Coordinator I, EOPS

L. Fairly briefly reviewed the EOPS request for a Specialist which is a conversion from one-half time classified to certificated full time. This certificated administrative position is being established to meet compliance regulations and is EOPS funded.

jdm

cc: Dr. Peter R. MacDougall
Deans/Assistant Deans
Division/Department Chairs
Mr. Miller
Mr. Pickering
CSEA Representative
Instructor's Association

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
January 16, 1990

M I N U T E S

PRESENT: J. Romo, M. Boban, J. Diaz, L. Fairly, C. Hanson, K. Hanna,
P. Moorhouse, D. Ringer, W. Vincent, M. Nichols.
RESOURCE: E. Cohen, J. Friedlander.
GUESTS: K. McLellan

ACTION ITEMS

Matriculation Specialist

K. McLellan briefly reviewed the request from the Counseling Department for a Matriculation Specialist. This is a permanent, 10 month plus 20 days assignment with primary responsibilities to Counseling functions. Funding sources are Matriculation and hourly counseling budgets.

M/S/C Vincent/Ringer UNANIMOUS

To approve the request from the Counseling Department for a full-time certificated 10-month Matriculation Specialist to be funded from Matriculation and hourly Counselor budgets.

Certificated Articulation Officer-Half-time

The Counseling Department is also requesting a permanent half-time certificated Articulation Officer to update, manage and expand articulation agreements with four-year institutions. The Articulation Officer is the primary liaison between SBCC and other four-year institutions of higher learning and is a resource person for curriculum development. The increasing emphasis on articulation was cited as a major rationale for this position, which, if approved, could be funded from general or AB1725 funds.

M/S/C Vincent/Bobgan UNANIMOUS

To recommend approval of the request by the Counseling Department for a permanent, certificated, 10 month half-time Articulation Officer, to be funded from district monies.

REPORTS

Certificated Staffing 1990-91 Report

The Chair distributed copies of the President's response to the Council's recommendations on 1990-91 staffing:

Approved new positions:

English Composition (two positions)
Mathematics (2 positions)
Art: Sculpture/Drawing
Accounting
Drafting
Business Office Education
Spanish
Communication
History

Replacement Positions (Non-exempt):

Theatre Arts: Makeup/Costume
Electronics/Computer Technology

Temporary Contracts:

English as a Second Language
Earth Sciences

Positions Not To Be Filled:

Early Childhood Education
Associate Degree Nursing

In his response Dr. MacDougall explained the decision not to fund the ECE position was based on employability factors, salary status, transfer potential, general community demand and a relatively low part-time/full-time ratio. The President cited high cost, low WSCH/FTE factors in recommending that the ADN position not be filled at this time. He added that he would continue to work with local hospitals to solicit financial support from them in order to meet the need for nurses. The decision to fill the ESL request with a temporary contract was based on the need for further study of the general direction of the program, i.e., levels of program offered by the credit program, coordination with the Continuing Education program, and the degree of to which students transfer or enter vocational programs. The President also expressed the need for an in-depth analyses of the Earth Sciences Department before any permanent decisions are made with regard to department staffing.

Dean of Academic Affairs

The Chair distributed a draft copy of the job description for the position of Dean of Academic Affairs. This vacancy was created by the resignation of Henry Pugh, Dean of Technologies, and has been filled on a temporary basis by Diana Sloane. Mr. Romo explained that this dean will be the administrative leader for the Technologies and the Business Divisions. Staff responsibilities will include: leadership in articulation, supervision of the College Work Experience Program, development of a cooperative education/occupational placement center, administration of the VEA program, development of grants, supervision of Evening College, working with the community, and committee responsibilities as assigned by the Vice President for Academic Affairs.

Position Requirements as listed in the draft reflect an emphasis on leadership and teaching experiences in community colleges; knowledge of instructional developments and issues in technology and business; experience with research, grants, Matriculation and Student Development; and employment experience in a private or non-educational setting.

Members felt that it might be difficult to find a candidate who would meet all these requirements.

Deferred

Planning

Deferred

DISCUSSION

Accreditation Standard One: Goals and Objectives

The Council made minor changes in the Standard One Report submitted for review by Dr. Friedlander, Chair, and recommended that the revised draft be submitted to the Accreditation Steering Committee for further consideration. The Council agreed on the need to further refine Standard Eight: Fiscal Resources. J. Diaz, Chair, K. Hanna, C. Hanson, and M. Bobgan agreed to review and revise the report as necessary.

Foundation Long Range Planning:

The Foundation for Santa Barbara City College is currently planning its next major fund raising drive which will focus its support on institutional programs. The Chair reviewed with the Council several proposals submitted by the Planning Committee of the Foundation which are directed at the the recruitment and retention of high caliber teachers. One proposal calls for the establishment of endowed professorships which would recognize outstanding teaching, commitment to students and community service. The endowment for each professorship is approximately \$75,000. Interest from these endowments will be given to faculty for special projects.

In addition, the Foundation proposes to set up endowed chairs which would be supported by major donors through the endowment of funds to designated departments or disciplines. Areas which are recommended are: Hotel, Restaurant, Culinary, Theatre Arts, Library, Nursing, Political Science, Computer Aided Drafting and Design, Journalism, and Foreign Languages, emphasis on Asian and Russian languages, Art, Electronics/Computer Technology, Business Administration, Graphic Communication, Marine Technology and Music. Each endowed chair would require a contribution of approximately \$350,000. Recognizing concerns which are evident in establishing endowed chairs and professorships, i.e. differentiated pay scales, potential for elitism, etc. the chair noted that, if the proposals are approved by the Board of Trustees, a college wide committee will develop guidelines for equal and objective implementation. The plan also addresses the need for scholarships and student aid. The Foundation has set a goal of \$4 million dollars to support these activities.

Members expressed strong support for the idea of hiring students to serve as teaching or research assistants. This internship program could encourage students to enter the teaching profession.

jdm

cc: Dr. Peter R. MacDougall
Deans/Assistant Deans
Division/Department Chairs
Ms. Hanna
Mr. Miller
Mr. Pickering
Instructor's Association
CSEA Representative