

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COMMITTEE

February 21, 1984

M I N U T E S

Present: P. Huglin, Chair; M. Bobgan, A. Bailon, N. Cretser, L. Fairly,
P. Freeman, G. Gaston, C. Hanson, E. Jardine, J. Kay, M. Mallen,
D. Oroz; Burt Miller, J. Romo, R. Sanchez, Resource

Guests: J. Craven, Coordinator Student Operations; K. Jeter, Special Program Advisor, EOPS

FOLLOW-UP ON BUDGET RESTORATIONS FOR 1983-84

Because of the restoration of the community college budget at the 1982-83 level, SBCC has been able to hire the six full-time contractual certificated positions and one temporary contractual position that were hired on a temporary basis in the fall. The classified freeze has also been lifted, and twenty positions left vacant will be filled. The College will also be able to return to the "tentative budget" for 1983-84 and some of the deleted items will be restored.

1984-85 BUDGET

Dr. Hanson briefly reviewed the budget planning for 1984-85. He stated that there will be a restoration of about \$1.2 million. To be included in the budget is a 2 percent salary increase for all certificated staff/administrators which was committed to by the Board of Trustees. Several scenarios will be developed for consideration by CPC in planning the 1984-85 budget.

UPDATE ON INSTRUCTIONAL DEPARTMENT(S) FIVE-YEAR PLANS

Mr. Romo reported that as part of a CPC subcommittee, he will be going through the five-year plans of all departments and extracting requests for classified staff, facilities and new equipment. (A report on certificated staff requests was distributed to CPC at an earlier meeting.) The subcommittee will be completing the review of the five-year plans sometime in March.

UPDATE ON PROGRAM REVIEW PROCESS IN DIVISION CHAIR COUNCIL

Dr. Sanchez distributed a memo, "Program Evaluation and Review - New Strategy," and the "Program Evaluation/Review - Modified Approach" and reviewed the modified process for CPC stating that two approaches would be used. The first approach covers the 13 departments that have already been reviewed. The Instruction Office will provide a written analysis of Categories I, II and III of their review. The departments may then discuss the analysis with Division Chair Council.

The second approach covers the remaining departments which will be divided and reviewed one-third at a time over a three-year period. Each division chair will be provided in advance with department data for Category I and II, a five-year plan and self-evaluation of each department. The department chair will present

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an overview of the department. Departments/divisions selected for review for the Spring, 1984, semester are: Health Technologies, Music, Spanish, American Ethnic Studies, Marine Technology and History. Division Chair Council will then discuss each department and fill out an evaluation sheet. The division chairs may make comments at the time the department chair presentation is made and during the DCC review of that department.

UPDATE ON PRIORITIZATION OF CERTIFICATED PERSONNEL REQUESTS FOR 1984-85 IN DCC

Mr. Romo reported that the final report for certificated personnel requests for 1984-85 will be presented to Division Chair Council February 22. DCC will examine the requests from various departments, prioritize, and send a recommendation to College Planning Committee for approval. Realistically, very few positions can be funded.

STATUS OF DENTAL ASSISTING PROGRAM

The Chair informed CPC that Dr. MacDougall met with the Dental Assisting Program Advisory Committee. The program has not been offered for two years, partly because of its high cost. However, local dentists are eager to have the program reinstated and requested additional information relative to salaries and cost figures for the program. The Chair stated that several options are open to the College: 1) reinstate the program for credit, 2) discontinue the program, 3) recommend that the Regional Occupational Programs (ROP) take over the program, or 4) enter into a regional agreement with Allan Hancock College.

Dr. MacDougall has charged Ms. Conklin and Dr. Sanchez to provide all the information required by CPC to make a recommendation regarding the Dental Assisting Program.

REVIEW OF STUDENT SERVICES' FIVE-YEAR PLAN

Mrs. Fairly distributed a three-part document to CPC: 1) results of the Student Services Survey conducted in the Fall, 1983, 2) Student Services Self-Study, and 3) Summary of the division's five-year plan, highlighting the accomplishments of all the departments:

Counseling	Student Activities
Counseling Center	Campus Safety Office
Career Center and Placement	Campus Bookstore
Campus Center Walk-ups (Counseling)	Veterans Program
UCSB/SBCC Transition Program	Health Services
Advanced (High School) Student Program	
Foreign Student Program	
College Readiness Program	

Career Center and Placement Office

Financial Aids Office
EOPS
Minority Recruitment/Transition Program

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Mrs. Fairly reported that although there is under-staffing in several areas, the division continues to serve student needs on every level and to develop programs that are contemporary and answer special needs. For instance, CARE is a highly intensive counseling, tutoring and child care program for welfare mothers. The SBCC/UCSB Transition Program, unique in the state, works toward increasing the number of students transferring from SBCC to UCSB and easing that transition through counseling and seminars. A similar program, Minority Recruitment/Transition, was established to encourage the minority student population in the community to attend SBCC and also to transfer to UCSB.

In the technical area of Student Services computers have been installed in Admissions and Records to assist in filing all data pertaining to students and registration. The process of data retrieval can now be completed more quickly for state/federal reports, transcripts and special tasks, such as identifying students for registration reminders and the "Early Warning System." The Early Warning System calls for a letter to be sent to students not performing at a satisfactory level requesting them to contact their instructor and/or a counselor so to that College staff may work with them to improve their performance.

Mrs. Fairly summarized by saying that all areas of Student Services are working for the benefit of the students at SBCC, and the division looks forward to the time when all Student Services functions will be performed in one location for the convenience of the students and for the more efficient operation of the staff.

NEXT MEETING: Tuesday, March 6, 3:00 pm, A-218C

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cc: Dr. MacDougall
Asst Deans
Division/Department Chairs
Rep. Council