

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

February 10, 1987

M I N U T E S

PRESENT: M. Bobgan, J. Diaz, L. Fairly, H.P. Fairly, P. Freeman, C. Hanson,
E. Hodes, B. Trotter

ABSENT: J. Romo, Dan Oroz (excused)

GUESTS: B. Miller, D. Pickering, D. Sloane

The meeting was chaired by Dr. Bobgan.

The Chair noted that Elizabeth Hodes, Division Chair, Math & Computer Science, is replacing Ralph Schiferl on the College Planning Committee.

MINUTES

M/S/C Trotter/Fairly

To approve the minutes of December 16, 1986 and January 13, 1987.

AYES: 7 NOES: 0 ABSTENTIONS: 1

Mr. Fairly noted that the minutes of December 16 reflected his concern about the use of lottery monies to cover the overexpenditures of the Santa Barbara Theatre Group Summer Season, 1986, and his request for a clarification of the definition of "emergency" use of lottery funds. He stated that the criteria for the expenditure of lottery funds did not include "emergency" expenditures. The Chair directed that this issue be addressed at a future meeting.

ACTION ITEMS

The Chair distributed a memorandum (dated 2/4/87) from Mr. Romo, Prioritized Resource Requests - Lottery Funding, which listed the new prioritized list of Priority #1 items as ranked by the Division Chair Council and recommended for purchase from lottery funds. Division Chair Council also recommended a reduction of \$29,000 for schedule conversion. The Priority #1 items as prioritized are:

	<u>Item</u>	<u>Lottery</u>
1.	Library: OCLC Conversion	8,000
2.	Library: DIALOG, telecom, charges	800
3.	Honors: Budget	3,000
4.	Art: Gallery reinstatement	10,080
5.	Faculty Enrichment Committee New Faculty Orientation	5,000
6.	Speech Contest	500
		27,380

The Chair distributed the adjusted rankings of items recommended for funding from lottery funds, 1986-87, developed by Vice Presidents Romo and Fairly. The ranked items are:

<u>Item</u>	<u>Lottery</u>
1. Matriculation	30,000
2. Career Center - Certificated Hourly	6,000
3. Financial Aid - Consumer Guides	4,000
4. Personnel - Classified Hourly	5,000
5. Administrative Data Processing - Training	5,200
6. Student Services - Minority Mentor	3,200
7. Student Affairs - Classified Hourly	3,000
8. Schedule Conversion	29,000
9. Library - OCLC Conversion	<u>8,000</u>
TOTAL	93,400

If additional lottery funds are allocated, it is recommended that the items in Priority #1 be funded in the order presented:

<u>Item</u>	<u>Lottery</u>
1. Library - DIALOG, Telecom Changes	800
2. Honors - Budget	3,000
3. Art - Gallery Reinstatement	10,080
4. Transfer Center - Certificated Hourly	5,000
5. FEC - New Faculty Orientation	5,000
6. Counseling - Student Outreach	2,000
7. Financial Aid - Training	<u>720</u>
TOTAL	26,600

Several members noted that the list of recommended items did not include \$500 for the Speech Contest which had been included in the Prioritized #1 listings developed by DCC.

M/S/C Freeman/Trotter

To approve the recommended list for funding - 1986-87 Lottery Funds with the proviso that \$500 be added for the Speech Contest.

AYES: 7 NOES: 0 ABSTENTIONS: 1

REPORTS

Dr. Hanson presented a report on the development of the college budget. He outlined the process which integrates the general planning by administrative units (beginning in September with the distribution of planning guidelines and materials and concluding with Board of Trustees ratification of CPC recommendations) and planning budget development (utilizing state apportionment figures and departmental budgets, state revenue and income projections and CPC

recommended items). The final component of the budget planning process is the California State Budget in which allocations are made to various state units, including community colleges. The Chair remarked on the thoroughness and succinctness of the report.

The report by Dr. Hanson on the Long Range Facilities Development Plan was deferred until the next meeting scheduled for Tuesday, March 3.

The meeting was adjourned at 4:31 p.m.

jdm

cc: Deans of Instructional Services
Department/Division Chairs
Rep Council
CSEA Representative

Santa Barbara City College

CERTIFICATED PERSONNEL

Retirements/Resignations - 1987-88

<u>Department</u>	<u>Instructor</u>	<u>Effective Date</u>
English/Essential Skills	ADAMS, Royce	June 12, 1987
Art	FRAME, Robert	June 12, 1987
English	PETERSON, Guy	June 12, 1987
Associate Degree Nursing	SIEMENS, Sydney	June 12, 1987
Theatre Arts	WHITTAKER, Max	June 12, 1987
Business Office Education	GREEN, Trudi	June 13, 1986
Automotive Services	INGRAM, John	June 13, 1986

Reduced Workload w/ Retirement

<u>Department</u>	<u>Instructor</u>	<u>Effective Date</u>
Art	ROBERTSON, Ron	June, 1989
Computer Science	SCHIFERL, Ralph	June, 1989
Physical Education	WEIST, Dick	June, 1989 (

JR/jdm
February 4, 1987

SANTA BARBARA CITY COLLEGE
OFFICE OF STUDENT AFFAIRS

MEMORANDUM - March 3, 1987

TO: College Planning Committee
FROM: Lynda Fairly, Vice President, Student Affairs
SUBJECT: Student Services Advisory Committee,
Certificated Personnel Requests



Listed below are the certificated personnel requests for 1987-88 as prioritized by the Student Services Advisory Committee:

1. Counselor, School and Business Relations - $\frac{1}{2}$ FTE needed
2. Counselor, EOPS - 40% needed; to be paid by EOPS funds if available

SANTA BARBARA CITY COLLEGE
STATEMENT OF INSTITUTIONAL PRIORITIES

1986-87

BALANCED QUALITY EDUCATIONAL PROGRAM

To fulfill the commitment of the College's mission statement, emphasis must be placed on providing transfer, vocational, remedial, and continuing education programs. Furthermore, efforts must be made to strengthen the quality of our educational programs and interrelationship with student services programs. College programs should prepare students for success in academic and occupational endeavors as well as to prepare them to function as informed and self-fulfilled citizens in the community. The College's commitment will be to:

1. Assure instructional programs reflect a broad-based general education experience;
2. Assure programs are offered in a variety of formats, sequences and locations in recognition of the diversity of student and community needs;
3. Assure sufficient offerings for limited non-English speaking and under-prepared students;
4. Expand and enhance the occupational program to meet the needs of individuals and the community;
5. Develop instructional programs which focus on the importance of the Pacific Rim in the economic, cultural and political future of California and the United States;
6. Develop, maintain, and expand non-credit and community services programs that are flexible, diverse, stimulating, innovative and will serve the learning needs of all adults in the community, regardless of age, ability or economic, educational and cultural background;
7. Explore new academic and support programs which enhance international understanding, internationalization of the curriculum, study abroad opportunities and a greater foreign student presence on campus;
8. Maintain programs which contribute to the quality of life and civic literacy and increase awareness of our multi-cultural society;
9. Assure departments provide for individualization of instruction through the use of tutorial and learning assistance services and the latest advances in educational technology;
10. Assure support for the development and implementation of programs for high achieving students;
11. Implement comprehensive program evaluation procedures.

RECRUITMENT

While the population of the community college district has stabilized at 170,000 people, our service area is populated by a diverse citizenry with varying educational needs. Due to this, the recruitment activities must include efforts to reach high school dropouts, adults employed in industrial and commercial settings, and adult, part-time students.

The population of minorities in the community has increased to approximately 22 percent. As this population trend is expected to continue, there is a need for new and expanded support services and increased recruitment efforts. These efforts will include a commitment to:

1. Demonstrate through activities, attitudes and practices the College's commitment to open access;
2. Recruit more students with the aim of meeting their educational/employment goals emphasizing transfer and occupational programs;
3. Educate the community to postsecondary opportunities available to students of all backgrounds;
4. Support and expand programs for those who are in need of postsecondary educational opportunities but are under-represented in the College's current population (e.g., EOPS, Career Center, programs for re-entry adults, HSPS, CARE, Minority Transition Program, Cal-SOAP, Transfer Center);
5. Expand, in coordination with local postsecondary institutions, the recruitment programs aimed at minority students in the secondary schools with emphasis on identifying and encouraging potential transfer students among them;
6. Continue active efforts to communicate to high achieving secondary school students that SBCC is an academically excellent first choice institution for completion of lower division studies;
7. Inform young adults, particularly high school students and high school dropouts, about the importance of education in today's society and encourage them to consider SBCC;
8. Maintain College efforts to coordinate educational programs with major industries in the community, implement an associate degree initiative program with the support of local business and provide opportunities that will enable local adults to attain a baccalaureate degree.

MATRICULATION

Recent years have seen significant changes in enrollment patterns at SBCC. There are more minority students, part-time students, returning women, students seeking self-enrichment, occupational students, under-prepared students, disabled students, older students, and students with advanced education. In order to meet the needs of this increasingly diverse student population, the College must provide effective services to assure proper course placement and instructional support. To achieve this objective, the College will:

1. Fund and implement the Matriculation program which will provide pre-enrollment, assessment, advisement, placement and follow-up activities for all matriculating students;
2. Ensure the full participation of instructional departments in matriculation activities;
3. Assure that necessary instructional and student services are provided to support the Matriculation Program;
4. Evaluate the implementation of all the components of the Matriculation program;
5. Facilitate with local high schools the coordination of programs, information and student assistance through the High School Articulation Council.

FACULTY ENRICHMENT AND STAFF DEVELOPMENT

Santa Barbara City College is an institution which has been recognized for the excellence of its educational programs. The essence of these excellent efforts is the College's faculty and staff. To assure that excellence is maintained, it is the institution's responsibility to provide the support for activities which enhance motivation, innovation and inspiration of the total college community. Those opportunities which encourage personal and professional growth must be maintained. In these efforts the College will:

1. Maintain a commitment to the activities of the Faculty Enrichment Committee with special emphasis on faculty grants for innovative instructional programs;
2. Reaffirm a commitment to faculty sabbaticals for more in-depth research, revitalization and program development;
3. Expand staff development and involvement opportunities for part-time lecturers;
4. Support the emeritus contract program;
5. Encourage and facilitate greater exchange opportunities for faculty;
6. Provide educational opportunities for instructors in all subject areas to deal with the anticipated changes in regional, local and college demography;
7. Provide opportunities for instructors in all subject areas to develop competence in meeting the needs of the under-prepared and disabled student.
8. Provide opportunities for faculty to retrain for changes in the instructional program;
9. Develop methods for providing incentives and rewards for outstanding service;
10. Maintain professional growth activities and staff training for classified staff and administrators.

PLANNING AND MANAGEMENT

All resources of the college--staff, equipment, and buildings--must be used in the most effective manner possible in order to achieve the goals and objectives outlined in the College Mission Statement. Conserving our resources implies finding ways to assure staff vitality and innovation by bringing in people with fresh ideas and approaches. It also means maintaining job satisfaction and compensation adequate to retain the College's high quality staff. It is necessary to define priorities and to find ways of providing the equipment and facilities needed to support a modern and diverse instructional program. In resource management the College will:

1. Implement methods for increasing productivity through efficient use of staff and facilities;
2. Reallocate existing resources in order to direct them to more effective programs and to those which are most responsive to the College's mission.
3. Work to achieve a balance of regular and part-time faculty, classified support personnel and administrative/management staff;
4. Enhance policies and procedures which reinforce participative governance and broadly based involvement in the College planning process;
5. Explore ways to provide staff support services which may be necessary in order for new staff to work and live in the Santa Barbara area.

ADVANCES IN TECHNOLOGY

At a very rapid pace our society is being permeated by a variety of new technological innovations and scientific breakthroughs. These phenomena are having a profound effect on people's personal lives and are dramatically changing the workplace. Major changes in working conditions are resulting from the infusion of technology. Initial job placement and the need for continued retraining and a shift in the general orientation toward work will require strong retraining programs. The College must stay abreast of these technological changes if it is to remain a viable institution. To face this challenge, the College must:

1. Consider the introduction of new programs or expansion of existing programs to retrain students in new technologies;
2. Expand the use of technology in instructional programs and administrative services;
3. Evaluate the effectiveness of technological programs in preparing students to perform in the work force;
4. Provide opportunity and encouragement for faculty and staff members to undergo retraining to keep abreast of new technologies;
5. Offer new courses specifically aimed at retraining and upgrading employees of local firms;
6. Enter into agreements with local industry and business to offer training programs related to technological applications.

RELATIONSHIPS WITH THE COMMUNITY

Santa Barbara City College is an integral part of the community it serves. Thus, it is especially important for the resources of the College to serve community needs, and for the community to be involved in the on-going development of the College. The College must create opportunities for such community involvement and must be constantly alert to ways in which the College's assets can be matched with developing community needs. A strong institutional sensitivity to these needs must include a dedication to:

1. Continue to make effective use of citizen advisory committees, especially in vocational and continuing education;
2. Maintain and enhance close and cooperative arrangements with feeder high schools to assure that information about Santa Barbara City College is readily available to all high school students who wish it, and that the transition from high school to college is facilitated to the maximum extent possible. In this regard, it is important to work closely with the Articulation Council;
3. Publicize widely the ways in which community contributions to the College can be made through the Foundation for Santa Barbara City College;
4. Encourage the presence of faculty and staff in the community, providing speakers to local agencies and encouraging active staff participation in community service activities;
5. Provide diverse opportunities for the members of the community to visit the campus through active, well-publicized arts and lectures, and sports and recreation programs;
6. Enhance the cultural richness of the College by providing high quality and accessible theatre and musical performances and art exhibitions;
7. Explore with community participation the development of a Speakers Associates Program to bring guest resource speakers to the College.

JR:ba
Office of Academic Affairs (9/8/86)
POL:InstPri.86x

SANTA BARBARA CITY COLLEGE

TIMELINE FOR REVIEW OF 87-88
RESOURCE REQUESTS

<u>Activity</u>	<u>Completed by</u>
1. Major unit review of resource requests.	April 1, 1987
2. Resource requests submitted to CPC for first meeting.	April 14, 1987
3. Vice Presidents, Business Manager rank college-wide requests.	April 16, 1987
4. CPC Action on resource request, Rankings and recommendations to the President.	April 21, 1987
5. Response from the President.	May 5, 1987

JR/jdm
3/3/87