

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

April 17, 1984

M I N U T E S

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

Absent: L. Fairly, G. Gaston

Guests: E. Cohen, T. Gilleran, Jeff Haas (Student Senate), S. Schmidt

STATUS REPORT ON CAMPUS DUPLICATING

Dr. Hanson presented a status report to the Committee outlining the problem of outdated offset equipment in the Duplicating Center. Several options were suggested to alleviate the problem, but replacement of the offset machine/sorter (Option #1) offers the most cost effective support for faculty. The new offset machine will be purchased outright after going through the bid process and will be computer operated and automatic with an interrupt feature.

Mr. Mallen expressed the concern of the Math Department that the purchase of a new offset machine will not meet the needs that were stated in a petition circulated by him last year. The turnaround time required by the Duplicating Center does not allow for spontaneous response to students, and satellite copiers have an unrealistic limit (10 copies) and are too slow to produce the multiple copies needed for classes. He asked if a higher speed satellite copier could be installed on the south campus.

Ms. Schmidt replied that all purchases must be cost effective and that satellite copiers which produce 30 copies per minute are four times the cost of machines that produce 11 copies per minute. Also, the addition of an IBM copier similar to that used in the Duplicating Center would cost the College an additional \$2,000-2,400 per month to run.

Dr. Hanson emphasized the need for planning ahead to get copies produced by the less expensive offset method but suggested that instructors may, if necessary, run 30-40 copies of 2-3 pages on the satellites and that the interrupt feature on the new offset machine be used for emergencies. He further suggested that Mr. Mallen work with Ms. Schmidt toward obtaining a faster machine in the area of the Math Department.

REPLACEMENT OF EQUIPMENT

Mr. Romo reported meeting with division chairs to discuss the allocation of the Instructional Division's share of the funds now available for equipment replacement. Each division should have received official notification by cost center from the Business Manager, and were reminded that equipment purchase requests must be submitted to Mr. Romo for sending to the Purchasing Office by April 30, 1984.

MODULAR CALENDAR OPTION

Ms. Craven reviewed the modular concept for CPC stating that the Faculty Enrichment and Calendar Committees, Rep. Council, and the Marketing/Recruitment Task Force have endorsed looking further into this alternative way of structuring classes and possibly setting up a pilot program. She suggested that the modular concept might be a way of cutting down on attrition, attracting industrial employees, students from other areas, utilizing the College in the afternoon and offering a different and challenging format for an honors program.

Dr. Haslund explained that the modular approach would allow the College to offer course modules in blocks of seven weeks (or some other time period) and that students would be able to enroll in one or two courses at a time. Additional advantages are that students would be able to focus on one topic for a sustained period of time each instructional day, and field experiences would be possible without interfering with other courses. The modular approach also lends itself well to occupational courses. Dr. Haslund added that some courses are not suited to the modular calendar, such as sciences and math, but that the modular calendar can be taught concurrently with the traditional calendar.

Ms. Craven said that division/department chairs will be contacted to find out which faculty would be interested in participating in a pilot program. The program is scheduled for Spring, 1985, to allow time for staff/facilities planning, adding courses to the class schedule and to adequately publicize the new concept.

The Chair stated that if courses are to be altered, they may have to go the Curriculum Advisory Committee for approval which would necessitate postponing the starting time till Fall, 1985. He invited Ms. Craven and Dr. Haslund to make their presentation to the Division Chair Council at tomorrow's meeting (April 18).

It was suggested that a small pilot program begin Fall, 1984, as it might be a way of increasing ADA. Advertising could be done internally as well as adding a special section to the Continuing Education Class Schedule, and the counseling staff could be made aware of the short course program.

REVIEW OF FIVE-YEAR PLANS FOR BUSINESS AND ENGLISH

Mr. Romo distributed Five-Year Plan/College Direction Statements analyses of the Business and English Divisions. All divisions were analyzed according to the information contained in the Five-Year Plans, how the Direction Statements were addressed by each department and interviews with department chairs. Reviews have been completed for the instructional divisions.

Mr. Romo in his review observed that the English Department plays a primary role in the College Readiness effort, is developing a comprehensive program evaluation model, is the most actively involved (of all the non-applied sciences) in exploring the use of the computer, and maintains a strong liaison with local high schools.

Mr. Romo reported that the Business Division is not actively involved in liaison with the private sector and does not effectively address all of the direction statements.

ORGANIZATION OF INSTRUCTIONAL ADMINISTRATION

The Chair brought to the attention of Division Chair Council an interim proposal for 1984-85 to reorganize administration in the Instruction Office. Some of the basic features of the plan are: the existing divisional and representational structure would be retained with some minor changes; an "acting" Assistant Dean would be hired to replace Ms. Conklin for 1984-85 with added responsibilities beyond Health Technologies; "line" responsibilities would be added for all four Assistant Deans for purposes of interfacing with "assigned" division/department chairs; there will be no additional cost to the District.

The Chair emphasized the Instruction Office's interest in distributing the responsibilities of Assistant Deans in a more equitable manner and in improving the efficiency of the division. He feels that the key feature of the new organization as proposed is the relationship of the Assistant Deans to the divisions/departments in their area. All administrative tasks (budget, College Catalog, class schedules, five-year plans, etc.) will be coordinated by the Assistant Deans with their respective departments. The Chair, although expressing the need for administrative reorganization, agreed to an "interim arrangement for 1984-85" until the evaluation of the present structure of the Instructional Division is complete before finalizing the organization of instructional administration.

Ms. Jardine, Academic Senate President, asked the following questions from Rep. Council:

- 1) Is there a plan to evaluate the effectiveness of the new reorganization?
 - A) This would be a continual process. Certainly appropriate changes would be considered.
- 2) Will the faculty under the direction of the "acting" Assistant Dean have an opportunity to be involved in the hiring process?
 - A) The Chair responded that the standard procedure, with streamlined features, will be followed for involvement of faculty in the selection of an administrator.
- 3) If, in fact, Division Chairs Council will be relieved of some of its responsibilities, what will it be doing in lieu of those responsibilities?
 - A) The Curriculum Advisory Committee, as constituted is a very positive committee doing a responsible job in curriculum review/development, and division chairs will continue to represent faculty on that committee and on Division Chair Council where many of the current responsibilities will continue, such as prioritization of personnel/resource requests, etc. These are some of the activities that will be evaluated during the 1984-85 college year.

ACADEMIC STRATEGY

At the request of Dr. MacDougall the Chair informed members that Dr. Harold Hodgkinson, a leading educator and interpreter of demographics for higher education will be invited to speak at SBCC. Dr. MacDougall heard Dr. Hodgkinson speak at a recent conference in which ideas and information were presented which underscore the importance of institutional planning efforts and some of our present practices. In addition, the need was made clear to "more effectively assess, analyze, and interpret changes in external environment in order to apply the understandings that will result to our college."

The Chair asked Dr. Sanchez to take this item to the Faculty Enrichment Committee to ask if it would be appropriate for Dr. Hodgkinson to speak at the fall faculty inservice day.

DEPARTMENTAL EVALUATION/SBCC INFORMATION

Mr. Williams, College Information Officer, presented his report on College Information.

DISPOSITION OF DENTAL ASSISTING PROGRAM

The Chair reported that the Superintendent/President will forward to the Board of Trustees the recommendation of the Instruction Office to delay the reinstatement of the Dental Assisting Program till Fall, 1985, and the budget monies for 1984-85 will be used in the CADD and computer science programs which received higher prioritization from the College Planning Committee and Division Chair Council than the Dental Assisting Program.

NEXT MEETING: Tuesday, May 1, 1984, 3:00 p.m., A-218C

ba

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