

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
February 19, 2002
3:00 – 4:30 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, B. Fahnestock, B. Hamre, S. Ehrlich, L. Fairly, L. Rose, A. Serban, T. Garey, R. Launier, K. Hanna, J. Chase and R. Ebrahimi [student rep]

EXCUSED ABSENCE: K. McLellan

1.0 Call to Order

1.1 The approval of the minutes of the February 5, 2002 CPC meeting was tabled until the next meeting.

1.2 Announcements

Dr. Friedlander introduced and welcomed Rod Ebrahimi who is the student representative to CPC and DTC.

Dr. Friedlander announced that Andreea Serban identified 80 additional credit FTES from positive attendance classes for Fall 2001 for which the positive hours had not been entered in the system until February 12, 2002 and consequently not claimed in fall. The college will be compensated for the additional FTES which will be part of the P2 Attendance Report due to the state on April 30, 2002. Andreea Serban prepared a recalculation of the college's targeted FTES for 2001-02. The conservative estimated FTES for funded growth for credit are 516.34 representing 4.99% growth, non-credit 76.42 representing 3.17% growth for a total of 592.76 FTES representing 4.65% overall growth. Since we have a guaranteed growth cap of 6% this year, this allows us to grow as much as possible keeping in mind our growth this year becomes part of the base for next year. Andreea clarified that for purposes of growth funding, credit and non-credit are considered together. Dr. Friedlander noted that the FTES estimate calculated by Andreea takes into account only part of the anticipated growth that is expected to take place during Spring 2002. Lynda Fairly reported that enrollments in non-credit courses offered in the winter quarter are very strong and are likely to be higher than last year. Andreea estimated that the combined credit and non-credit FTES growth for the college could exceed 5.5% this year.

2.0 Information Items

There were no information items.

3.0 Discussion Items

3.1 Distribution of growth funds [includes 3.3]

Dr. Friedlander informed the council that a procedural error had been made in the process of allocating growth funds. Future proposals for allocating growth funds that are not mandated for faculty would be forwarded from Cabinet to CPC for a hearing, discussion and vote. CPC would act as the recommending body to the president and would be handled in the same manner as other resource requests.

Lana Rose remarked that the other positions to be funded with growth funds have not been brought to CPC. Dr. Friedlander responded that those positions were too far into the process to be brought back to CPC. Lana expressed concern that the positions have not been brought forth even as an information item. Lana requested that the whole package should be brought to CPC and to say that they are too far into the process is not acceptable.

Tom Garey inquired of Jack Friedlander what positions Cabinet has recommended without CPC consideration. Dr. Friedlander cited Dan Watkin's position to support Campus Pipeline and WebCT, a new position in HR/LA, an ICLC for the new Biology computer lab in the remodeled LSG Building, and a custodian position for the Facilities department. A portion of the custodian position will be paid for by funds the college receives for increased square footage of instructional space it can claim as a result of the Cosmetology Academy, the SBCC/EU shared classroom/lab facility and the SV buildings. In addition, \$50,000 for technology replacement has been set aside from the growth money.

Lana argued that if there has been an admitted error in the process for presenting the proposed allocation of growth funds, the error should be corrected by following the agreed upon process. She added we have stopped and put on hold initiatives going forward many times until the process has been followed. The lack of CPC consideration for these positions shows a real lack of respect for the council and faculty who are not on Cabinet to not even be given a courtesy of an information item. Ray Launier and Tom Garey indicated they support the sentiment and sensibility of Lana's statement. In response, Sue Ehrlich indicated she is not in a position to put the HR/LA position on hold.

Karolyn Hanna indicated that the committee/faculty are not advocating any one position or questioning the final breakdown on the funding of the growth positions. The issue is the process. She suggested that the role of CPC as it is defined on the list of committees be identified.

Dr. Friedlander said he would bring the positions approved by Cabinet for funding back to CPC as an information item at the next meeting.

3.2 Recommended change in the college's vision statement

Dr. Friedlander put forth Karen Sophiea's recommendation to make the following change in the wording of the college's vision statement to make it more dynamic in the marketing of the college:

Santa Barbara City College is committed to the success of each of its students.

M/S/C [Rose/Garey] unanimously to move the item to action.

M/S/C [Rose/Fairly] unanimously to approve the change to the language in the college's vision statement as follows:

3.3 Role of CPC in the review of proposed new staff positions [*discussed with 3.1*].

4.0 Action Items

4.1 Approval of the revised Section V of the institutional self-study report

Andreea Serban presented the final version of the self-study report that reflected the suggestions made at the last CPC meeting and recapped the major changes made in the document. The council made additional changes to the document. Andreea indicated that she would do the final formatting that will make the all sections of the self-study consistent. Dr. MacDougall would like to take Section V to the February 28th Board meeting as a review item. Lana added that the document should be reviewed by the Academic Senate prior to it being approved by the Board at a subsequent meeting.

M/S/C [Hanna/Rose] unanimously to approve Section V with the proposed changes to language

4.2 Approval of the verification section of the institutional self-study

Andreea announced that she is working on minor editing to the institutional self-study. She appreciated the efforts of the few people who did read through the entire document and offer changes and/or suggestions. She indicated that this is the factual section and not subject to interpretation. The editing at this point will make the sections look consistent. This document will be completed for the Board to review on February 28th.

M/S/C [Garey/Fairly] unanimously to move the verification section, subject to minor editing, forward to the Board for review at its February 28th meeting.

4.3 First Hearing: Review of the proposed Measures of Institutional Effectiveness to be included in the institutional self-study report

Dr. Serban informed the council that the assessment of institutional effectiveness is a key component of the college's self-study. The institutional effectiveness report has been in place for a number of years but the measures need to be more fully incorporated into the new College Plan. Andreea distributed a draft of the proposed measures of institutional effectiveness for the major areas of the college plan and their utilization in the most recent institutional effectiveness report. The report needs to be substantial enough to cover what we indicate is important to the college. The council made initial comments on the content and Andreea outlined areas that are not measurable and would present a problem in terms of getting data. Andreea indicated that some of the measures would be narrative rather than numbers. Bill Hamre added that there is a structured set of measures that the Chancellor's Office has used for Tech II for total cost of ownership which identifies the student and faculty ratio of computers and support staff to total number of FTES. He will furnish that information to Andreea. Sue Ehrlich indicated that she would be able to extract data from databases being maintained in HR/LA that would assist measuring the attainment of the objectives in the college plan pertaining to faculty and staff.

Calendar for review of verification section:

Academic Senate	February 20 th	Review
CPC	March 5 th	Discussion
Academic Senate	March 6 th	Discussion
CPC	March 19 th	Approval

Andreea said that our responsibility in the self-study is to identify the list of the measures to be used in assessing the extent to which the college's goals and objectives are being achieved. The data will be compiled for the institutional effectiveness report that will be completed prior to the visitation of the accreditation team in October. There will be a discussion in the self-study of the review processes of the measures for the next institutional effectiveness report. Andreea added that the numbers for the measures are available in the current report except for new measures.

5.0 Other Items

There were no other items.

6.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting at 4:00 p.m.