

SANTA BARBARA CITY COLLEGE

CLUSTER LEADER COUNCIL

COLLEGE PLANNING COMMITTEE

OCTOBER 14, 1981

MINUTES

MEMBERS PRESENT: Robert Christensen, Shirley Conklin  
(for H.P. Fairly), Pope Freeman,  
Jack Halloran, Raymond Rosales,  
Maury Ryan, Jinny Webber, Klaus Wills,  
John Kay, Pat Huglin (Chairperson),  
Charles Hanson, Lynda Rodrigues,  
Lana Rose

MEMBERS ABSENT: Martin Bobgan (excused), Charlotte Ley

RESOURCE MEMBERS  
PRESENT: Burt Miller, Dan Oroz, John Romo  
Dick Sanchez

RESOURCE MEMBERS  
ABSENT: Mel Elkins (excused)

The Chairperson called the meeting to order at 2:30 p.m. Lana Rose commented on the minutes of the September 9, 1981 meeting; stating that she felt there should be more direct references to comments made by all Committee members; also, she noted that M/S/C had been omitted from page three (3) of the September 9, 1981 minutes regarding the approval of the Administrative Services Supervisor position.

I. INTRODUCTION OF NEW CLC/CPC MEMBERS

The Chairperson introduced Klaus Wills (representative for Physical Science, Math, Chemistry, and Foreign Language) who replaces Isidor Elias, John Kay (representative for Social Science, Library and Administration of Justice) who replaces Curtis Solberg, Jack Halloran (representative for Business Education) who replaces Myrna Harker, and Ray Rosales (Counseling and Personal Development) who replaces Dwight Anderson.

II. CLC/CPC AND DEPARTMENTAL COMMUNICATIONS

The Chairperson commented upon the fine communication efforts on the part of the Business Administration, Social Science and Health Technology Cluster leaders with their faculty constituents relative to CLC/CPC activities.

OVER .....

III. DR. MACDOUGALL'S RESPONSE TO CLC/CPC RECOMMENDATION ON THE REPRIORITIZATION OF CATEGORY II (1981-82 CLASSIFIED POSITIONS AND TO 3/4 TIME GRAPHICS/PHOTOGRAPHY LTA.

Dr. MacDougall accepted the Committee's recommendation of reprioritization of Category II and had authorized recruitment for the proposed 3/4 time Graphics/Photography LTA position.

However, the Chairperson noted that Dr. MacDougall is holding off any decision (until more is known about the funding situation) regarding the second and third positions in Category II; respectively, the Machine Shop/Welding position (one FTE Property Custodian/Technician, .50 LTA) and the Theatre Arts position (one FTE Carpenter/Shop Foreman).

IV. DR. MACDOUGALL'S RESPONSE TO THE ADMINISTRATIVE SERVICES SUPERVISOR POSITION.

Dr. MacDougall accepted the Committee's recommendation for the recruitment for the Administrative Services Supervisor position.

Mr. Halloran questioned if there were any internal applicants for this position; Mr. Hanson replied that there were six or seven "internal" applicants. He informed the Committee that interviewing for this position would be held on Monday and Tuesday, October 19 and 20, 1981.

V. FISCAL UPDATE

Charles Hanson went into great detail regarding ADA and funding for 1981-82. The chart below is a summary of his presentation:

<u>1980-81</u>	<u>Non-credit</u>		<u>Credit</u>		ADA
	2,280	+	6,443	=	8,723.00
					- <u>159.466</u> (est. figure)
					8,564 (ADA base figure for 1981-82 school year)
<u>1981-82</u>			<u>A D A</u>		
			8,513		(budgeted amount)
		+	<u>291</u>		(1.22% growth factor)
			<u>8,804</u>		(projected amount)

Mr. Hanson stated that the Fiscal Services Administration will be analyzing the ADA base figure for 1981-82 (8,564) and the projected ADA figure for 1981-82 (8,804); he commented that the Fiscal Services Administration bases its figures on demographic studies.

Mr. Hanson noted that SBCC has a slim chance of receiving any growth ADA although the Santa Barbara region will grow by a projected 1.22% during

1981-82. He noted that the three criteria for growth funding are: 1) new enrollments in the local geographic area, 2) Indo-Chinese Programs, and 3) population growth in the local geographic area.

Mr. Hanson emphasized that the final funding figure for ADA is tentatively set at 8,650 ADA, but that it is doubtful that the college will even receive the entire amount because of state financial problems.

The Chairperson informed the Committee that Mr. Hanson will report back at the next meeting with more specific details regarding the funding situation.

#### VI. ENROLLMENT UPDATE

Lynda Rodrigues stated that there are (at present) 10,600 enrollments in credit courses and 2,750 enrollments in the converted courses\* for a total of 13,350 enrollments.

#### VII. RESIGNATION OF DOUG SMITH (MARINE TECHNOLOGY) AND RECOMMENDATION FOR REPLACEMENT

Bob Christensen noted that the Committee had approved the permanent certificate position in Marine Technology last Spring (June 3, 1981). Mr. Christensen stated that Doug Smith had resigned from the position effective for the 1981-82 college year. Mr. Christensen requested that the position again be opened for recruiting a permanent position.

M/S/C To recommend to Dr. MacDougall that the college be authorized to recruit for a full-time permanent Marine Technology position. (Rose and Rosales.)

#### VIII. AFTERNOON PROGRAMS (MAC) AT SAN DIEGO MESA COMMUNITY COLLEGE

The Chairperson commented that there is not enough utilization of facilities in the afternoon on this campus; while the MAC concept was presented as an information item, the Instruction Office may be considering the development of such a program for the 1982-83 school year.

MAC (Mesa's Afternoon Curriculum) was designed by San Diego Mesa Community College with the intent of increasing utilization of facilities during the afternoon hours.

Three-unit classes are arranged in five six-week sections over the college year and are held two to three hours daily four days weekly; this system (same hour and unit computation as in 6 week summer session) enables (MAC) students to complete degree requirements in a two year period. As a result of MAC, San Diego Mesa Community College experienced 5,000 additional enrollments!

Mr. Sanchez made two comments relative to the scheduling problem on this campus and to the concept of MAC:

\*Hereafter referred to as Not-For-Credit Replacement Courses.

1. That the primary reason scheduling is such a problem is that the majority of faculty prefer to teach from 9-11 a.m.; he noted that the Instruction Office will be requesting that 75% of classes be scheduled from 9 a.m. to 12 p.m. and that 25% of classes be scheduled at 8 a.m. or after 12 p.m. He also noted that more Saturday morning classes will be scheduled.
2. The MAC concept was very successful from fiscal standpoint.

#### IX. STATUS OF PROGRAM IMPROVEMENT AND EVALUATION PROJECTS FOR 1981-82 SCHOOL YEAR

##### A. Music, Evaluation of English 100, and LAC Grants

1. Music - John Romo stated that the Apple II micro-computer has been purchased; the result has been so positive that Jack Ullom has had to expand the lab hours in order to better serve the eager students. The project has proven to be so successful that Mr. Ullom hopes to expand the hours of the piano labs next semester.
2. Evaluation of English 100 - The evaluation of the English Placement Program proved the high reliability of the placement examination (which students take for placement into appropriate English and Essential Skills classes); however, it was noted that a revision of the reading portion of the exam would be worthwhile as the writing sample comprises the bulk of the exam.

John Romo commented that, as a result of the exam, grades received in English 1 have improved and the retention rate in the English 1 classes is higher; ironically, the attrition rate in Essential Skills 50 classes is higher than last year.

3. LAC Grants - John Romo stated that 18 TLU's of release time have been granted to faculty members who are developing projects; he commented that during the 1981-82 school year, the LAC Grants will be in conjunction with staff proposals.

John Romo distributed a handout containing information pertaining to Computer Assisted Instruction, English as a Second Language and Writing Lab Renovation, Word Processing, and Computer Science.

##### B. Computer Assisted Instruction (CAI): Submitted by the Computer Assisted Instruction Committee

The CAI Committee is an interdisciplinary committee which, for the past three years, has been involved in an extensive study of the potential of Computer Assisted Instruction.

As a result of this study, the Committee has proposed the establishment of a Computer Assisted Instruction Microcomputer Lab in the Learning Assistance Center. Twelve (12) microcomputers would be purchased and housed in the LAC for use by instructional departments.

It was recommended by the CLC/CPC and the Instruction Office that a maximum of \$10,000 be appropriated from the 1981-82 budget at this time. Subsequent appropriations may be made following clarification of college funding.

C. English as a Second Language and Writing Lab Renovations:  
Submitted by the Department of English

Because of a tremendous increase in enrollment this year, the English as a Second Language Program and the Writing Lab have been forced to function in inadequate facilities. This facilities problem is quite serious and has had an adverse effect on instruction.

As a means of dealing with these problems, the English Department staff has proposed the installation of temporary walls and acoustical paneling. The CLC/CPC and the Instruction Office recommended the appropriation of \$8,400 to carry out the necessary renovations.

The renovation for the English as a Second Language portion has been completed.

D. Word Processing: Submitted by the Business Office Careers Department

This proposal is for the acquisition of word processing terminals to upgrade the quality of training for BOC students. Word Processing is the most current and pervasive innovation in the field and existing equipment in the BOC Program is inadequate for providing the best opportunities for vocational competency.

The CLC/CPC and the Instruction Office recommended a commitment to the acquisition of the word processing equipment. Mr. Mel Elkins, Assistant Dean, Occupational and Career Education, will work with department staff and the BOC Advisory Committee in determining the most cost-effective plan for lease or purchase of the equipment. The Committee has also recommended the investigation of funding from district and VEA funds. Estimate cost(s): Lease/Purchase/\$18,500; Purchase/44,000.

E. Computer Science: Submitted by the Computer Science Department

The Computer Science Program has experienced a 125% increase in enrollment this year. In order to support this growth and to allow for future expansion, the Department has requested the acquisition of an additional disc drive. The CLC/CPC and the Instruction Office recommended a further review of the Computer Science Program needs and a postponement of recommendations on funding until clarification is received on college revenues for 1981-82.

Mr. Romo informed the Committee that Dr. MacDougall wishes to establish a long-range plan for Computer Science; therefore, the Committee should plan on having Computer Science representatives present their "wants and needs" and cost of same to the Committee shortly.

F. Business Education (CAI): Submitted by the Accounting Department

The purpose of the project was to organize an Accounting Department Student Computer Center and to develop a general ledger/accounts payable system to be used with Accounting 1 and Accounting 2 students.

X. CREDIT CONVERSION

Dr. Sanchez spoke regarding the 139+ courses that were converted from non-credit to credit status.

He noted that the biggest concern (at present) is whether or not the converted courses do apply towards degree requirements; he informed the Committee that the Curriculum Advisory Committee will address this issue at its next meeting. However, he stated that he felt that the converted courses should apply for certain requirements as they are going to be part of the credit curriculum. He noted that the converted courses can be applied toward elective credit for degrees (individual departments will make recommendations on how much would be permissible). He noted that the converted courses probably could not be applied toward general education or major requirements.

Regarding the conversion process itself, Dr. Sanchez stated that the college should endeavor to use the procedure implemented for the Continuing Education Fall Term again for the Continuing Education Winter Term. In terms of courses converted thereafter, all would have to be submitted to the Curriculum Advisory Committee for analysis and approval.

XI. REORGANIZATION STUDY

The Chairperson announced that the Academic Senate Instructional Reorganization Study of implementation is underway with a time-line for the 1982-83 college year.

XII. MISCELLANEOUS

1. The Chairperson commented that Burt Miller is working on a long-range planning model for the college.
2. Lana Rose questioned how plus hours would affect ADA growth funding; Mr. Hanson advised not to attempt plus hours at present but that in the future, it should be worthwhile.
3. Mr. Romo noted that there are three microcomputers available for use in the LAC by instructors wishing to expand their knowledge pertaining to the role computers have in instruction.

4. Mr. Hanson observed that there is a serious effort underway to charge fees of community college students. He remarked that there are 40 community colleges (reluctantly) supporting an effort to establish a \$75 entrance fee per student per semester. This would undoubtedly affect enrollments as would the declining number of high school graduates in the Santa Barbara area.

The meeting was adjourned at 3:55 p.m.

The next CLC/CPC meeting will be on October 28, 1981 from 2:30 to 4:30 p.m. in A-218C (Health Technologies Conference Room). The agenda will call for a presentation from the Computer Science Department relative to long range planning for that department.

10/10/81

bk

cc: Dr. MacDougall  
Administrative Deans  
Assistant Deans, Instruction  
Department Chairpersons  
Representative Council