

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

March 31, 1987

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, L. Fairly, H.P. Fairly, P. Freeman, E. Hodes, D. Oroz, B. Trotter, A. Ladd
Resource: E. Cohen, B. Miller

ABSENT: C. Hanson

GUESTS: J. Minow

The Chair introduced Adam Ladd, who is the representative to CPC from the Student Senate.

APPROVAL OF MINUTES: March 17, 1987

M/S/C Trotter/Freeman

Ayes: 8 Noes: 0 Abstentions: 1

ACTION ITEMS

A. COLLEGE PLANNING COUNCIL POLICIES AND PROCEDURES

The Chair recalled that the representatives from Continuing Education and Division Chair Council requested at the 3/3/87 meeting to take the proposal to amend the CPC membership to their respective units. The Vice President of Student Affairs stated that she reviewed the minutes of CPC for 1982-1983 which recorded that there were two representatives from Student Services on CPC at that time, and she asked members "to consider a return to the original distribution on CPC by adding another administrative representative from Student Services." Dr. Bobgan reported that he met with the Instructor's Association, and, should there be a restructuring of the CPC membership, the Association would request a seat on the Council. E. Hodes referred to the May 17 and June 7, 1982, minutes of Rep Council in which there was a general discussion of the proposed Instructional Reorganization

One of the recommendations outlined by Dr. MacDougall at the June 7, 1982 meeting was Council membership as follows:

3 Administrative Deans (Instruction, Student Services, Continuing Education)
1 Personnel Director, 3 Division Council reps, 1 President, Academic Senate, 1 Continuing Ed rep, 1 Classified rep, 1 Student.

The Chair reported that the proposed amendment was discussed at DCC, and distributed copies of the draft of the March 18 minutes which recorded the following motion:

M/S/C Friesen/Hodes - Unanimous

That Division Chair Council recommends acceptance of the current College Planning Committee membership with the Administrative Assistant to the Superintendent/President serving as ex officio (and non voting)

The members reviewed each section of the CPC Proposed Policies and Procedures and took the following actions:

M/S/C Freeman/Trotter

To accept Section 1312.1 Functions

Ayes: 7 Noes: 0 Abstentions: 2

M/S/C Freeman/Trotter Unanimous

To accept Section 1312.2 Governing Structure

M/S/ Freeman/Trotter

To accept Section 1312.3 Membership

M/S/C Hodes/Trotter

To amend the motion to accept Section 1312.3 Membership with the deletion of item f.: The Administrative Assistant to the President.

Ayes: 9 Noes: 0 Abstentions: 0

Several members inquired about the voting status of Resource Members (Four Instructional Deans and the Administrative Assistant to the President), and suggested that the Procedures and Policies Sub-committee draft a statement delineating voting rights to include in Section 1312.3.

M/S/C H.P. Fairly/Hodes Unanimous

To approve Section 1312.4 Chairing of the Council

M/S/C Hodes/Trotter Unanimous

To approve Section 1312.5 Quorum with the following change:

Six or more voting members present at meeting will constitute a quorum.

By consensus: To approve Section 1312.6 Meetings

M/S/C H.P. Fairly/Bobgan Unanimous

To strike Section 1312.7 College Planning Council Committees and

replace it with the statement: Ad hoc and sub-committees shall be formed at the discretion of the College Planning Council.

M/S/C L. Fairly/Bobgan Unanimous

To accept Section 1312.8 Minutes with the following changes: Disbursement of minutes will also include the College Information Officer, Administrative Assistant to the President and the President of the Continuing Education Instructor's Association.

M/S/C Hodes/Trotter Unanimous

To accept Section 1312.9 By-Laws Revision with the following changes: (1) The term "By-laws" is replaced by "Policies and Procedures"; and (2) "Majority" is replaced by "two-thirds".

REPORTS

EMERGENCY EXPENDITURES

The Chair distributed copies of the recommendations from the Subcommittee on Emergency Expenditures which focused on two areas of concern: Definition and the Process for Allocation of Emergency Expenditures. Several members felt that the definition of "emergency expenditures" required greater precision and they stated that the recommendation "defined what emergency expenditures are not, rather than what they are". Members generally concurred that emergency expenditures could be necessary as a result of "external" forces or conditions over which departments had no control, but reiterated that Contingency Funds also should be considered as a source for emergency funding. The Chair stated that he would take the committee's recommendations back to the subcommittee, and that a revised report would be made to the Council at a future meeting.

FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Mr. Jim Minow, Director of the Foundation for Santa Barbara City College, gave a brief overview of the structure, purpose, activities and goals of the Foundation, as they relate to Santa Barbara City College, emphasizing the role of the Foundation in its commitment to college projects. He distributed copies of the Foundation brochure describing the Capital campaign effort to raise 1.5 million dollars in matching funds for the construction of the new library and interdisciplinary building on the West Campus, and the renovation of the existing Library.

The next meeting of CPC will be on Tuesday, April 14 at 3:00 p.m. in A-218-C.

The meeting was ajourned at 4:35 p.m.

jm/Disk #1 min3.31

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

SUMMARY OF 1986-87
LOTTERY ALLOCATIONS

Projected Income: 8766 ADA @ \$86 apx.

\$753,876

Approved Allocation

	<u>Item</u>	<u>Est. Cost</u>
1.	Capital Campaign	\$ 80,000
2.	La Playa Track	50,000
3.	Equipment	125,000
4.	Matriculation	18,700
5.	Articulation	5,000
6.	Publications	25,000
7.	Matriculation (2)	30,000
8.	Career Center-Certificated Hourly	6,000
9.	Financial Aid - Consumer Guides	4,000
10.	Personnel - Classified Hourly	5,000
11.	Administrative Data Processing Trng.	5,200
12.	Student Services - Minority Mentor	3,200
13.	Student Affairs - Classified Hourly	3,000 29,000
14.	Schedule Conversion	8,000
15.	Library - OCLC Conversion	56,074
16.	Continuing Education 21%	<u>200,000</u>
17.	Salaries	\$653,174
	TOTAL APPROVED	
	RANKED	

	<u>Item</u>	<u>Est. Cost</u>
	Library - DIALOG, Telecom Changes	\$ 800
	Honors - Budget	3,000
	Art - Gallery Reinstatement	10,080
	Transfer Center - Certificated Hourly	5,000
	FEC - New Faculty Orientation	5,000
	Counseling - Student Outreach	2,000
	Financial Aid - Training	<u>750</u>
	TOTAL RANKED	26,630

RECOMMENDED ALLOCATIONS

<u>Item</u>	<u>Est. Cost</u>	
District Van	\$15,000	
[Faculty Advising (Pilot)]	(15,000)*	
Student Planning Guide	4,000	
High School Outreach (Theatre)	3,000	
Project Assist (D.P. Hardware)	15,000	
Media - Test Equipment	8,800	
Financial Aid - Microfilms	1,500	
Facilities, 3/4 Ton Truck	15,000	
P.E. - Renovate Weight Room	10,000	
Training for Video Tech.	1,500	
Career Center	1,750	
Instrument Cabinets - Music	<u>2,500</u>	
TOTAL RECOMMENDED		<u>\$78,050</u>
		757,854
		(3,978)
TOTAL OVER ALLOCATED		<u>\$753,876</u>

*Funding Committed for 1987-88

JR tj/lottery.sum
4/10/87

LOTTERY FUND REQUESTS

Division Chair Council

PRIORITY #2

DEPT	ITEM	EST COST	POINTS
Music	Electronic music lab match	7,000	19
Ac Affairs	Grants Development	2,000	15
Theatre Arts	High School Outreach	3,000	14
Ac Affairs	Tablet armchairs	2,500	14
Physics	Upgrade physics shop	3,075	12
Comp Sci	Remodel H-240, H-241	4,000	12
Media	Training for video technician	1,500	12
Media	Test equipment	8,800	12
Theatre Arts	Creation of office space	1,900	11
Ac Affairs	Business outreach	800	11
Fac Enr Com	Increase in division travel	8,000	10
P. E.	Renovate weight room	10,000	9
Career Center	Two terminals/printers	1,750	9
ESL	Scanner/computer/printer	10,000	9
Math/Eng Div	Clerical 1/2-time	6,000	8
Math	Copy machine	3,000	8
ESL	Copy machine	3,000	7
Math/Eng	Chalkboards (R-4,2, L-221,222,223)	2,500	7
Social Sci	Readers	1,000	7
Theatre Arts	Handrails (Garvin Th)	3,000	7
Theatre Arts	Safety edges on steps (Garvin Th)	200	7
Comm	Cart and tables	400	7
Foreign Lang	Conversion H-302 lab to classroom	2,000	6
Music	Instrument cabinets	2,500	5
Fine Arts	Signs & maps for DM	500	3
Health Tech	Shelving for HP150	600	2
TOTAL		<u>89,025</u>	

ba:9/19/86

CONTINUING EDUCATION DIVISION
SANTA BARBARA CITY COLLEGE
310 W. Padre St.

EQUIPMENT ITEMS
TO BE PURCHASED WITH PROP. 56 MONIES

EQUIPMENT

PROGRAM &
COST CENTER
ACCOUNT NOS.

1. Business Computer Lab Equipment (Wake)	40,000	87-0900-0000-6420-6572
2. Skill Center Added Equipment (Wake)	16,000	87-0900-0000-6420-6572
3. ESL Classes Instructional Equipment	500	87-1500-0000-6420-6536
4. Art Classes Demonstration Table (Schott)	500	87-1000-0000-6420-6542
5. Audio-visual Equipment	3,500	87-6700-0000-6420-6506
6. Sewing Lab Added Equipment (Schott and Wake)	3,000	87-1300-0000-6420-6548
7. Ceramics Lab Added Equipment (Schott)	2,000	87-1000-0000-6420-6542
8. Food Lab Equipment (Wake)	2,000	87-0900-0000-6420-6572
9. Audio-visual Equipment	2,000	87-6700-0000-6420-6506
10. Stained Glass Lab Equipment (Schott)	3,000	87-1000-0000-6420-6542
11. Jewelry Lab Equipment (Schott)	<u>1,500</u>	87-1000-0000-6420-6542
Total	74,000	

cc: Mary Griffith
John Romo

(Equipprp.56-I)

SANTA BARBARA CITY COLLEGE
FACULTY ADVISING SUBCOMMITTEE OF DCC
PROPOSAL JANUARY 21, 1987

MEMBERS: E. Cohen, L. Friesen, M. Handelsman, C. Kuster, B. Lindemann,
K. McGuire, C. Mitchell, C. Pagliaro

OVERVIEW

1. The Faculty Advising Program will be a part of the Matriculation Program of Santa Barbara City College. It will be the responsibility of the Dean of Student Development and will report to the Matriculation Committee.
2. Faculty advisors will advise students majoring in their discipline or a closely related discipline.
3. Counselors will provide on-going inservice training regarding information on resources, requirements, articulation agreements, use of software, individual educational plans, etc.

Inservice training for faculty advisors will begin spring, 1987.

4. A committee of counselors, EOPS and DSS personnel and faculty will design an appropriate form and process for individual education plans spring, 1987.
5. To encourage closer coordination between counselors and departments, a counselor will be assigned to each division for the purpose of updating information for faculty advisors and advising students in division locations.
6. The Faculty Advising Program will be phased in over two years.
7. A representative committee composed of faculty members and the Director of the Career center will be formed to serve as advisors for liberal studies majors.

PHASE I (1987-88)

Responsibilities of Faculty Advisors

1. In cooperation with the counselor and other faculty advisors within the area, faculty advisors will organize general orientation meetings prior to and during each semester. The meetings should provide an introduction to SBCC and provide information relative to courses/majors within the department, areas of educational/career specialities, appropriate sequence(s) of coursework, expectations, introductions of faculty and counselors and a tour of facilities.

2. Faculty advisors will assist in formulating an individual education plan at SBCC for each new student and updating the plans of continuing students. The individual education plans (IEP'S) will be checked by the division counselor. A minimum of one meeting with each advisee per semester is expected.
3. Faculty advisors will aid students with declared majors in the selection of departmental electives and appropriate General Education requirements for the major from approved lists.
4. Faculty advisors will discuss career choices and opportunities within the field and advise students about appropriate educational paths toward future educational goals (degrees and schools) and career goals.
5. Faculty advisors will approve class schedules each semester. The signature of the faculty adviser will be required on the program card for registration.
6. Faculty advisors will refer students to appropriate services and resources on campus and in the community.

Responsibilities of Counselors

1. Counselors will review IEP'S developed by faculty advisors and provide feedback about general education requirements for degrees, articulation and transfer.
2. Counselors will continue to advise undecided/undeclared students, liberal studies majors, remedial students and students on probation/disqualification status.
3. Counselors will continue to work with the assessment program and career center to identify aptitudes, interests, educational goals and learning skills of students who have not declared a major.
4. Counselors will provide inservice training to faculty each semester.

Evaluation of Phase I

Phase I will be evaluated continuously with a final evaluation in spring 1988 to determine the benefits and cost-effectiveness of the faculty advising program.

PHASE II (1988-89)

As soon as computer assistance and transfer information is readily available, Phase II will commence.

Responsibilities of Faculty Advisors

1. Faculty advisors will provide specific information regarding transfer institutions, including general education courses required for degree and transfer. Faculty advisors will provide aid in interpreting catalogs and requirements, make inquiries by letter and phone of course content, expectations, research interests, etc. of departments.

2. Faculty advisors will be able to track student progress toward desired goals.
3. Since tracking of progress, IEP's and recommendations for an individual student will be computer accessible to advisors and counselors, student confidentiality must be maintained by authorized users.

Responsibilities of Counselors

1. Counselors will continue to advise undeclared and undecided students, remedial students, liberal studies students and students on probation/disqualification status.
2. Counselors will continue to work with the assessment program and career center to identify student aptitudes, interests, educational goals, and learning skills.
3. Counselors will continue to provide inservice training to update faculty on new information and articulation agreements.

SELECTION OF FACULTY ADVISORS AND DEVELOPMENT OF A DEPARTMENT PLAN

1. Faculty advising is voluntary. Department recommendations will be made to the appropriate instructional Dean. The Dean of Student Development, in consultation with the Academic Dean, will be responsible for making appointments. An appointment will be for one year. Advisors will be eligible for reappointment.
2. Each department will assess the number of majors and ratio of majors to faculty advisors. The faculty advising plan, developed in conjunction with the division counselor, will be reviewed by the Department Chair, Division Chair and appropriate instructional dean. The Dean, Student Development, will consult with the Instructional Dean and be responsible for approving the plan.

The plan will recommend the number of faculty advisors, number of students to be advised, plans for department orientation, record keeping, storage of reference materials, and evaluation.

3. Only contract certificated faculty may be advisors.
4. The formula for compensation will be recommended at one overload TLU per semester for advising 50 students and presenting two orientation sessions (one prior to classes and one during the semester).
5. Faculty advising will be over and above the 5 office hours and teaching hours currently required.

COSTS

The Faculty Advising Subcommittee recommends the following budget as essential to the success of the program. The budget authorization will depend upon the funding of matriculation or other special funds and approval by the Board of Trustees.

PHASE I 1987-88

50 Faculty Advisors	\$ 55,000
Mailing	660
Clerical help	500
Supplies (catalogs, paper)	2,500
Duplicating	1,000
File cabinets/book shelves	5,000
TOTAL	\$ 64,660

PHASE II 1988-89

50 Faculty Advisors (est. 6% increase)	\$ 58,300
Computers and printers (may be less - 1 time only)	50,000
New ports for telecommunications	15,700
Mailing	660
Clerical help	530
Supplies	2 500
Duplicating	1,000
TOTAL	\$128,690

EC/ba:3/4/87
DCC:FacAdv