

**Santa Barbara City College
College Planning Council
Tuesday, October 2, 2012
3:00 p.m. – 4:30 p.m.
A218C
Minutes**

PRESENT

L. Gaskin, President;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;
P. English, Interim VP HR;
J. Friedlander, Executive VP Ed Programs;
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee;
J. McPheter, Classified Staff Representative;
M. Medel, Supervisory Bargaining Unit;
D. Morris, VP, Academic Senate;
K. Neufeld, President-elect, Academic Senate;
D. Nevins, President, Academic Senate;
K. O'Connor, Academic Senate Representative;
G. Sherman, President, Assoc. Student Body;
C. Salazar, Classified Staff Representative;

J. Sullivan, VP Business Services

ABSENT:

G. Sherman, President, Assoc. Student Body

GUESTS:

P. Butler, Planning & Resources Committee;
D. Harrison, Chair HIT/CIM
D. Hersh, Dean, Ed Programs;
D. Hollems, Dean Ed Programs;
J. Metiu, Chair Allied Health Dept.;
B. Partee, Dean, Ed Programs;
B. Pazich, Dean, Ed Programs;
J. Pike, Director, Learning Resource Center;
A. Scharper, Dean, Ed Programs;
M. Spaventa, Dean, Ed Programs;
L. Stark, Pres. Instructors' Association;
L. Vasquez, ITC, Committee Chair

1.0 Call to Order

1.1 Approval of 08/28/12 CPC Minutes, (Att. 1.1)

M/S/C (Nevins/Bishop) to approve the corrected minutes of the 8/28/12 CPC meeting. The correction was that the motion on the 8/28/12 CPC Minutes, Action Item 5.3 was to reflect the vote was one no and the rest in favor. All were in favor of the correction.

1.2 Approval of 09/04/12 CPC Minutes, (Att. 1.2)

M/S/C (Nevins/Monda) to approve the minutes of the 09/04/12 CPC meeting. All were in favor.

2.0 Announcements

2.1 Interim VP, HR English announced there are currently 3.5 vacant classified positions. At the July 24 CPC Meeting, the CPC Task Force's proposed process for prioritizing essential/critical classified staffing needs was approved by CPC, but the frequencies of looking at vacancies and how often the process will be put into action were not discussed. With 3.5 vacant classified

positions open, the college will be able to replace one position, as it is half of 3.5 rounded down. After a short discussion, there was consensus from the group that for this one time CPC will modify the process and replace two classified positions instead of one. It was further agreed that the prioritization process would commence immediately

- 2.2 EVP Friedlander announced that in order to become compliant with accreditation standards, the college had 365 course improvement plans that had to be submitted for SLOs. He stated that as of this morning, there are only six course improvement plans remaining to be submitted and by the end of the week there should be none left to submit. The college will be 100% compliant which is important because part of the mid-term report that the college will submit to the ACCJC on October 15 needs to show how proficient SBCC is in SLOS. The Deans, faculty and staff who helped make this happen were acknowledged.

3.0 Information Items

- 3.1 Guidelines for Election Activities - Lori Gaskin, (Att. 3.1)

CPC had requested that the college develop a set of guidelines for engaging in political activities. Following consultation with legal counsel, the attached guidelines have been developed and are being provided for reference. Dr. Gaskin stated that these guidelines have been provided to the Board, and to the faculty and classified leadership.

- 3.2 Process for Facilities Request – J. Sullivan (Att. 3.2)

The process for requesting facilities maintenance, repairs or modifications is through the "Work Order" system. This is for work orders required during the year and for program review. Facilities will be responsible for processing the work orders including responding to the originator/requester the decision on timing, process and funding for the project. The work order will be put into program review if there is no funding for the project in the current year or the work is determined to be discretionary. VP Sullivan walked the group through the Facilities Request Process graph of the "Work Order" system and explained how it centralizes the Work Order and Program Review Process. Dr. Gaskin stated that this system leverages the capacity of facilities to take a look at the whole picture and then will be able to estimate what can really be done in an economical and efficient way.

4.0 Discussion Items

- 4.1 Integrated Planning – Lori Gaskin

Integrated planning is a central theme within the accreditation standards and provides a framework for evaluation, planning, resource distribution, and improvement that interconnects processes across the institution. SBCC's planning processes are in need of definition, clarity, and linkage. Dr. Gaskin asked CPC to provide leadership in creating an integrated planning process that guides the institution's planning efforts and links together the college's mission statement, Educational Master Plan, Program Review, SLOs and the College Plan. One of the Board's 2012-13 goals is to re-evaluate the college's mission statement. This process will begin this fall, guided by CPC. Educational Master Planning will then follow the mission evaluation process. It is anticipated that work on the Educational Master Plan will begin in spring 2013.

Additionally, Dr. Gaskin is asking the institution to review the focus and emphasis of our program review process to ensure it supports program improvement and not simply resource allocation.

Dr. Gaskin asked for the members of CPC to reflect on this discussion and asked the members to think about volunteering for this Task Force with Sr. Dir. Inst. Assessment, Research & Planning R. Else as the lead and Dr. Gaskin as a member of the team.

5.0 Action items

5.1 Requests for Restoration of Budget Cuts in Critical Areas: Short-Term Hourly - Lori Gaskin, (Att. 5.1)

The Educational Programs Division of the college has compiled a list of areas that are being critically impacted due to the 50% reduction in short-term hourly implemented as part of the budget reductions for 2012/13. There are similar needs across the other divisions/operations of the college relative to critical short-term hourly needs. It is requested that CPC discuss this issue and provide a recommended course of action.

Dr. Gaskin stated that this item was put on the agenda because a very large sector of the college requested that we reconsider the enormity of the cuts that were implemented for 12 – 13 short term hourly.

Dr. Gaskin initiated a CPC Task Force to work on a process that will identify across the institution critical short-term hourly needs that may need to be restored.

The Task Force was formed with two co-chairs: L. Auchincloss, Pres., CSEA and P. English, Interim VP, Human Resources and six members: Paul Bishop, Joyce McPheter, Michael Medel, Dean Nevins, Kathy O'Connor and Cindy Salazar.

Dr. Gaskin gave them the charge: To develop an equitable and fair process to identify short-term hourly needs deemed critical to the college for proposed restoration in 2012-13 only. This process should include a means by which existing short-term hourly allocations might be reallocated to high need, critical areas.

5.2 West Campus Classroom Building (second reading) – J. Sullivan, (Att. 5.2a, 5.2 b)

There was no time to address this item and it was moved to the next meeting, October 16.

5.3 Operations Program Review Requests – J. Sullivan, (Att. 5.3)

There was no time to address this item and it was moved to the next meeting, October 16.

5.4 Program Review Timeline – R. Else, (Att. 5.4)

The Ad Hoc Program Review committee (R. Else, J. Morris, D. Nevins, K. Monda, L. Vasquez, K. Neufeld, P. Bishop) met on 9/26 and discussed guidelines and the timeline for this year's Program Review process. The Program Review website was open on Wednesday,

October 3 (there was an attached timeline for more details). Dr. Monda updated instructions for Dr. Friedlander to distribute before the site opens. The only change from last year is that Facilities requests should go through the Facilities Work Order system instead of being placed in Program Review. At a later date, the Academic Senate will begin discussions of improvements for future Program Review cycles. There was further discussion regarding the details of the timeline.

M/S/C (Bishop/Monda) to approve Program Review Timeline. All were in favor.

6.0 Adjournment

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, October 16 in Room A218C, 3:00 p.m. - 4:30 p.m.