

Santa Barbara City College

CLUSTER LEADER COUNCIL

MINUTES

February 6 and 13, 1980

MEMBERS PRESENT: Anderson, Dunn, Edmondson, Gaston, Huglin, Morrisohn, Solberg,
Taylor, Webber

MEMBERS ABSENT: Olsen

EX-OFFICIO MEMBERS

PRESENT: Conklin, Elkins, Emerson, Sanchez

GRADE DISTRIBUTION REPORTS

A concern was presented to the Council asking why grade distribution reports are not sent routinely at the end of each semester. The reason for expressing the concern is that some departments seek to know grade distributions in other areas so they may make comparisons between their area grade distributions and others on campus. To gain greater insight into this issue, Mr. Huglin requested a response from Burt Miller. He stated that grade distribution reports are not distributed routinely. In past semesters, the report has been sent out upon request using a technique that does not identify faculty with distributions. Further discussion revealed that other members of the Council did not believe it was a good idea to distribute these reports. Feelings were that reports contain sensitive information with potential for unnecessary debate and discord across the campus. The district policy on grade distribution (3141.2) was referenced stating: "To aid the instructor in knowing how his/her grading techniques compare with those of other faculty members, a grade distribution report will be issued at the end of each semester. This report will be coded so that each instructor's grades will be kept in confidence."

After further discussion, it was decided that the above policy would be followed and that grading is a faculty responsibility monitored at department level. If deviations beyond the norm are reported, then the Administrative Dean, Instruction, and the department involved will meet to discuss variances.

COUNSELOR FOLLOW-UP ON STUDENT CLASS ABSENCES

Mr. Gaston indicated that this semester, the Counseling Staff, at the request of Dr. Mertes, will attempt to interview every student withdrawing from one or more classes. He stated the approach is somewhat new and the reason they will be doing this is to gather information on attrition that may be helpful to the institution. He asked Cluster Leaders to convey to departments that faculty must also become involved by providing the Counseling Staff with information relative to potential students who appear to be prime candidates for withdrawal. Further discussion indicated that faculty could play a strategic role in reducing attrition by taking greater interest in those students who miss class excessively and those whose performance begins to show signs of declinement.

The procedure to be initiated is that students requesting withdrawal forms from Admissions will be referred to the Counseling Office as the first measure. Prior to the student being allowed to withdraw, they will be required to complete a questionnaire. Once this is accomplished, an interview will be held with the student. Withdrawal forms will next be provided for the student if appropriate.

2.

ADA CALCULATIONS

Figures used in calculating ADA for 1979-80 were discussed. The identical numbers were also discussed at a recent RARB meeting:

ADA Projection	8150	(Shortfall) 350 x \$1600/ADA = \$560,000	
(Adjusted)	(200)	(\$560,000 less in revenue due to shortfall)	
	7950		
Estimated Annual ADA	7600		
Shortfall	350	Estimated Final Reserve	\$186,000
Reserve for 1979-80	\$746,000	Projected Reduction in	
Shortfall	<u>560,000</u>	Operating Budget	150,000
Remaining Reserve	\$186,000	Projected Reserve Ending June 1980	<u><u>\$336,000</u></u>

As the above figures note, the district reserves have been drastically reduced because of the loss in ADA. In order to build up the reserve, it is anticipated that \$150,000 can be recovered by reducing current operating expenses. If this is possible, the reserve going into the next college year would be \$336,000. Normally, the reserve represents 5% of an institution's total budget.

Much discussion generated as a result of this item. These included attrition, implications for equipment purchases or replacement, contingency planning in the event Proposition 9 is passed, encouraging early retirement and criteria that may be developed governing lay-off.

1980 SCHEDULE OF CLASSES

Cluster Leaders were informed that materials associated with the development of the Fall 1980 Schedule of Classes has been distributed. Cooperation was requested relative to the suggested timetable. Each representative was alerted to February 21, April 6 and May 19. February 21 is the date that preliminary schedules are due in the Instruction Office; April 6 is the last day to submit changes and May 19 is a date when all Department Chairpersons are expected to meet in A211 at 2:00 PM to review galley proofs for their areas. The rationale for bringing all Department Chairpersons together is because the singlemost problem with errors in the Spring 1980 schedule was the number of errors that went unnoticed and, therefore, were not corrected.

CATALOG REVISION 1980-81

Materials for revision of the 1980-81 catalog have been distributed. Comments were made that there have been few revisions and that only 20% revision is anticipated.

NEEDS ASSESSMENT - ACCREDITATION

The questionnaire related to facilities and capital outlay distributed some time ago is due in the Instruction Office. Mr. Emerson will tally responses when received.

3.

ADDITIONAL WORK STUDY

The issue of work study was discussed and a primary concern was a question asking why SBCC work study students cannot be used as readers and UCSB students can. In response, Mr. Emerson indicated that readers on campus are a classified position and, therefore, our students cannot be used in that role. The problem of hourly rate was discussed and indications are that it may be possible to pay work study students above the minimum rate. Up to now, these students have been paid at minimum wage and, therefore, non-competitive with off-campus employers.

SMALL CLASSES

A concern was expressed stating that certain courses in major degree programs often carry low enrollment and should not be in jeopardy of being cancelled, particularly when these classes may only be offered once every three semesters. The Council concurred and pointed out was the fact that the Instruction Office is very aware of this situation. The one thing we must insure is that no more than a few of these courses are maintained each semester due to their potential high cost. A way to off-set such occurrences is to increase enrollments in other areas or staff these courses with part-time staff.

FALL 1980 INITIAL TLU ALLOCATION

Information relative to the distribution of TLUs for the Fall semester was presented. An increase of 6% over Fall 1979 has been planned. Departments requiring additional TLUS are urged to request the amount and coordinate with Instruction Office personnel. If departments are unable to staff the TLUs allocated, it is requested they inform the Instruction Office as soon as possible so that re-distribution can be considered. Summer Session 1980 has been increased over last year by 12%.

COURSE MARKETING APPROACHES

The need to advertise offerings is becoming more necessary, particularly during times of declining enrollments. A consideration is to place oneself in the role of the student and then plan accordingly. It was pointed out that until we identify with our clientele, we cannot become totally effective. Media should be used extensively and maximum advantage should be taken of advertising effects in the Schedule of Classes bulletin. Information sent by Rob Reilly to departments relative to advertising projects for students enrolled in his classes should be considered. The need to extend our curriculum off campus in varying locations is also an option to consider. Since one of the major marketing tools we have available is the Schedule of Classes, every effort should be made to include as much information as possible in it. Major items to be highlighted are accurate information describing courses offered, easy reference in the schedule and easy access to registration and ease in transition from course to course once on campus. A suggestion was made to discuss the registration and scheduling process at a later meeting. Mr. Huglin noted that these two items would appear on the next agenda and appropriate personnel will be invited to attend.

STAFF DEVELOPMENT

An update on staff development was presented. The committee recently met and was informed that no funds will be allocated for professional growth this college year. The committee agreed to continue development of a comprehensive plan for the campus to be finalized prior

Over ...

to the end of the college year. Questions relative to the relationship of sabbaticals and the comprehensive plan were discussed. It was noted that the committee is recommending that sabbatical leaves be submitted within the overall framework for professional growth opportunities and that retraining should be a major approval criterion. Further questions related to sabbatical applications for 1980-81 were asked. No response was provided since no decision has been made by the Superintendent/President and the Board.

CURRICULUM LONG RANGE PLANNING

The subject of curriculum and long range planning was discussed. Emphasis was placed on program development and Three Year Curriculum Plans. Non-traditional styles of program delivery were addressed and attempts currently being developed were outlined. A recommendation was made to have departments consider short intensive offerings throughout the semester. Short courses will be created by the Instruction Office upon request and the subject of short, intensive offerings will be discussed by the Curriculum Advisory Committee at the next scheduled meeting.

ATTRITION INQUIRY COUNSELING

Mr. Gaston again discussed the process by which the Counseling Staff is attempting to gather attrition data this semester. He distributed a questionnaire which each student must complete prior to withdrawing. One of the items alluding to "...quality of instruction at SBCC" was revised to read "quality of instruction in the course attended." The reason this item was changed is that the question as stated, addresses the total program which, in the view of many, was inappropriate. An additional item was added to the questionnaire asking if reasons for withdrawal bear a relationship to the "hands on" equipment used in various technical/vocational courses. It was stressed that the intent of the questionnaire is to gather data on suggested reasons for attrition and not to identify single causes. This portion would follow this initial attempt. To convey their support for this task, the Council M/S/C that faculty exert every effort to reduce attrition by contacting students in class whose attendance becomes erratic and whose performance begins to decline. The motion was passed unanimously.

NEXT MEETING

The next meeting of the CLC will be held on Wednesday, February 27, 1980 at 3:00 PM.

RMS/mjb

cc: Dr. Mertes
 Mr. Gaston
 Mr. Burt Miller
 Administrative Deans
 Department Chairpersons
 Representative Council