Agenda for Adjourned Meeting of Board of Trustees
March 28, 1966

SANTA BARBARA JUNIOR COLLEGE DISTRICT

Certificated Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT - HOURLY</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Loynd, Raymond</td>
<td>3 hrs. @ $8/hr./per week</td>
<td>3/28/66</td>
<td>Substitute for J. Cook for remainder of semester</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fossek, R. Douglas</td>
<td>6 hrs. @ $8/hr./per week</td>
<td>3/28/66</td>
<td>Substitute for J. Cook for remainder of semester</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>CONFERENCE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gressel, Marie L.</td>
<td>Associate Professor</td>
<td>April 2-5, 1966</td>
<td>$101.59</td>
</tr>
<tr>
<td>California Business Education Association, State Convention, Palm Springs, California</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Myron D.</td>
<td>Instructor</td>
<td>April 3-5, 1966</td>
<td>$42.14</td>
</tr>
<tr>
<td>California Business Education Association, State Convention, Palm Springs, California</td>
<td></td>
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<td></td>
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<tr>
<td>Schramm, Dwayne G.</td>
<td>Assistant Professor</td>
<td>April 3-5, 1966</td>
<td>$73.02</td>
</tr>
<tr>
<td>California Business Education Association, State Convention, Palm Springs, California</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor, Merle E.</td>
<td>Assistant Professor</td>
<td>April 3-5, 1966</td>
<td>$42.14</td>
</tr>
<tr>
<td>California Business Education Association, State Convention, Palm Springs, California</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
VOCATIONAL EDUCATION PROJECT
APPLICATION FOR FUNDS

Under the
VOCATIONAL EDUCATION ACT OF 1963
P.L. 88-210

School Year 1966-67

School District
Santa Barbara Junior College District

School
Santa Barbara City College

Address
Cliff Drive & Leadbetter Drive, Santa Barbara, Calif. 93105

Project Title
Research, Supervision, Coordination and Counseling in Vocational Ed.

A. The attached descriptive and fiscal information is a firm request for assistance from funds available through the Vocational Education Act of 1963, Public Law 88-210. This application is consistent with the purposes of the Act and with the provisions of the California Plan for Vocational Education.

B. The assurance of compliance with Title VI of the Civil Rights Act of 1964, dated Feb. 18, 1965, applies to this application.

C. Contact person for this project is:

Name
James E. Foxx

Title
Aust., Dean, Instruction, Voc./Tech.

Phone
965-0581 Ext. 281

Signature:
Superintendent or Designate

Data

3.4.6
PROPOSED EXPENDITURES FOR VOCATIONAL EDUCATION
School Year 1966-67

1.0 School District  Santa Barbara Junior College District
School  Santa Barbara City College  County  Santa Barbara
Mailing Address  Cliff Drive & Leadbetter Drive, Santa Barbara, Calif. 93105

2.0 Project Title  Research, Supervision, Coordination and Counselling in Vocational Ed.

3.0 Proposed Expenditure by Matching Purpose (1) (Round to the closest dollar)

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Total</th>
<th>Local</th>
<th>VEA 63</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Vocational education for persons in high school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Vocational education for other persons available for full-time study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 Vocational education for persons already in the labor market</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 Vocational education for persons with special needs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Construction of area vocational education school facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6 Vocational education ancillary services (2)</td>
<td>$56,350.00</td>
<td>$32,250.00</td>
<td>$24,100.00</td>
</tr>
<tr>
<td>3.7 Work-study program (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8 Total expenditures</td>
<td>$56,350.00</td>
<td>$32,250.00</td>
<td>$24,100.00</td>
</tr>
</tbody>
</table>

(1) Include only amounts which can be considered as expenditures for the 1966-67 school year under the laws, rules, and regulations and accounting procedures applicable to the applying agency.

(2) See definitions.
4.0 Proposed Expenditures by Classes of Expenditure (3) (Round to the closest dollar)

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Local</th>
<th>VEA '63</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 Administration of Vocational Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.11 Salaries of directors or coordinators</td>
<td>$40,000.00</td>
<td>$23,075.00</td>
<td>$16,925.00</td>
</tr>
<tr>
<td>4.12 Other (Explain.)</td>
<td>12,300.00</td>
<td>7,150.00</td>
<td>5,150.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$52,300.00</td>
<td>$30,225.00</td>
<td>$22,075.00</td>
</tr>
<tr>
<td><strong>4.2 Instruction</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.21 Salaries of supervisors (4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.22 Salaries of teachers (4) (5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.23 Salaries of clerical &amp; other (4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.24 Reference &amp; textbooks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.25 Instructional supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.26 Other (Explain.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.3 Maintenance of instructional equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.31 Salaries (4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.32 Other (Explain.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(3) Attach budget back-up as required in Section VIII 2, page 9.
(4) Salaries may include employer's share of employees' benefits.
(5) VEA funds requested may not exceed 25 percent of total salaries for teachers.
<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Local</th>
<th>VEA '63</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4 Fixed charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.41 Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.42 Rental of land and buildings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.43 Other (Explain.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5 Capital outlay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.51 Sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.52 Improvement of sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.53 Buildings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.54 Major equipment (6)</td>
<td>$1,050.00</td>
<td>$525.00</td>
<td>$525.00</td>
</tr>
<tr>
<td>(Unit cost over $100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.55 Minor equipment</td>
<td>1,000.00</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>4.56 Other (Explain.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$2,050.00</td>
<td>$1,025.00</td>
<td>$1,025.00</td>
</tr>
<tr>
<td>4.6 Other (Explain.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.61 Salaries</td>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>4.62 Other (Explain.)</td>
<td>1,000.00</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$2,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>4.7 Work-study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.71 Student compensation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.8 Total expenditures</td>
<td>$56,350.00</td>
<td>$32,250.00</td>
<td>$24,100.00</td>
</tr>
</tbody>
</table>

(b) Attach an itemized list of all major equipment in 4.54. Refer to California School Accounting Manual.
BUDGET BACK-UP
FOR
RESEARCH, SUPERVISION, COORDINATION AND COUNSELING IN VOCATIONAL EDUCATION

4.11 Salaries of Directors of Coordinators

4.111 Assistant Dean of Instruction, Vocational/Technical. To be full-time Director of Vocational Education at Santa Barbara City College. This position was on half-time basis for 1965-66. ($14,500.00)

4.112 Assistant Dean of Instruction, Vocational and Technical Research. A new position created specifically for the purpose of improving and expanding vocational education at Santa Barbara City College. ($14,500.00)

4.113 Vocational Counselor. A new position created specifically for the purpose of improving Vocational education at Santa Barbara City College, particularly as it pertains to student advisement, course selection, job placement and follow-up. ($11,000.00)

4.12 Other

4.121 Administrative Secretary. ($5,500.00). Clerical assistance available for 1965-66 on a part-time basis only, at a cost of $1,840.00

4.122 Stenographer Clerk. ($4,800.00). New position for improvement of Vocational education.

4.123 Transportation Allowance for Supervision, Research, Coordination and Counseling in Vocational Education. ($2,000.00). Budget for 1965-66 was $150.00.

4.5 Capital outlay

4.54 Major Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Office Desks @ $200.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>1 Typewriter</td>
<td>250.00</td>
</tr>
<tr>
<td>2 Office work tables @ $100.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

$1,050.00

4.55 Minor equipment and expendable supplies

$1,000.00

4.6 Other

4.61 Salaries for Vocational Consultants:

10 days @ $100.00 per day

$1,000.00

4.62 Vocational Education Program brochures, to assist in counseling, public relations and career planning

$1,000.00
RESEARCH, SUPERVISION, COORDINATION AND COUNSELING IN VOCATIONAL EDUCATION

1.0 General Information.

1.1 Purpose of the Project: To improve, strengthen, and expand existing vocational education programs at Santa Barbara City College by conducting research in vocational education for the purpose of developing new vocational programs; by providing adequate counseling in vocational education together with student placement and follow-up; and by providing adequate supervision of on-going programs in vocational education. Further, we propose to create an adequate working relationship between the various divisions of the College, local community advisory groups, and industry in order to better prepare students for gainful employment in available occupational areas.

1.2 Occupational fields to be served by this project:

1.21 Agricultural and Agra-business occupations
1.22 Business-Office Occupations
1.23 Business-Distributive Occupations
1.24 Health Occupations
1.25 Home Economics Occupations
1.26 Technical Occupations
1.27 Trade and Industrial Occupations

1.3 Approximate starting and ending dates:

1.31 To start July 1, 1966.
1.32 The project covers the period July 1, 1966 through June 1, 1967. However, our plan is to continue to build, strengthen, and improve vocational education at Santa Barbara City College.

1.4 A complete description of the service to be secured including number of positions, position title of each, whether full-time rates of pay, and period of time or inclusive dates for each.

1.41 One (1) Assistant Dean of Instruction, Vocational/Technical

1.411 Job Description:

a. To be responsible to the local Administrator for the overall planning, supervision, and coordination of the total Vocational program.

b. To be familiar with the various fields of vocational education and to assist each to render maximum service to the community.

c. To recruit and assist in the selection and in-service training of teachers of vocational education classes.

d. To assist in the formation of and to consult with local advisory committees in the various fields of vocational education.
e. To evaluate the various phases of the total vocational education program against standards established by the respective vocational education services and to provide for improvement in the program.

f. To promote and publicize the total program of vocational education.

g. To prepare financial, statistical, descriptive, and other reports for the local administration, the State Board, and other legally qualified persons or groups.

h. To represent vocational education in the activities of schools and communities.

i. To cooperate with the representatives of the State Board.

j. To attend conferences on vocational education called by the State Board or its official representatives.

k. To assist non-aided classes having or working toward vocational objectives. Such assistance is given only after adequate direction and assistance have been provided for federally aided vocational education classes.

l. To work cooperatively with the State Department of Employment, College Placement Office, and Personnel offices of local industries in determining present and future manpower needs.

1.412 Position increased from half-time to full-time, July 1, 1966 - June 30, 1967.

1.413 Annual Salary - $14,500.00

1.42 One (1) Assistant Dean of Instruction, Vocational Research Coordinator

1.421 Job Description:

a. Coordinate, conduct, and supervise research and studies in vocational education.

b. Assist other educational agencies in designing and conducting research and studies in vocational education.

c. Evaluate research proposals in terms of their significance to vocational education, their design, their personnel and facilities, and their economic efficiency.

d. Collect and evaluate data on the vocational education programs of the state.

e. Prepare and disseminate abstracts and bibliographies of research, experimentation, and pilot programs.

f. Develop and maintain relationships with other research units in the Department of Education, other state and federal agencies, universities, colleges, private organizations, foundations and industry.

1.423 Annual Salary - $14,500.00

1.43 One (1) Vocational Counselor

1.431 Job Description:

a. Identify and encourage the enrollment in vocational education of individuals who need and who can profit from such training.

b. Collect, organize, and interpret such information as may be appropriate to the understanding of the students' abilities, aptitudes, interests, and other personal assets and liabilities related to educational and vocational planning and progress.

c. Collect and make available to the student and his parents information on educational and vocational requirements and opportunities commensurate with the student's abilities and interests.

d. Provide individual counseling prior to and during training; to help the student and his parents better understand the student's strengths and weaknesses in relation to educational and vocational opportunities and requirements; to help the student, with the assistance of his parents, make appropriate educational-vocational plans; to encourage the student to utilize his abilities in attaining appropriate educational and vocational goals; and to provide for the student such assistance as may be needed for the development of his aptitudes and the full utilization of his abilities.

e. Encourage and assist students in making transitions to appropriate educational and vocational training.

f. Provide such group activities as may be necessary to orient students to the college vocational training programs and vocational job opportunities and requirements. This will include such activities as: counselors' visits to feeder schools, students' visits to the college, group and individual conferences with students and parents, and any necessary entrance testing.

g. Provide teachers and administrators such information about individual students or groups of students as may be necessary to enable them to plan curricular and instructional programs appropriate to the educational needs of the student body and to the manpower needs of the community, state and nation; assist teachers to understand and participate effectively in the vocational guidance program.

h. Aid students in job placement by working closely with teachers, coordinators, college placement personnel, and local Department of Employment personnel.
i. Conduct follow-up procedures to evaluate the effectiveness of the vocational instruction and the vocational guidance and counseling program.


1.433 Annual Salary - $11,000.00

1.44 One (1) Administrative Secretary

1.441 Job Description:

a. Administrative assistance, secretarial and clerical duties as may be assigned by the Assistant Dean of Instruction, Vocational/Technical.

1.442 Position increased from half-time to full-time, July 1, 1966 - June 30, 1967.

1.443 Annual salary - $5,500.00

1.45 One (1) Stenographer-Clerk

1.441 Job Description:

a. Stenographic and clerical duties as may be assigned by the Assistant Dean of Instruction, Vocational Research Coordinator.


1.443 Annual salary - $4,800.00

1.5 Estimated number of students enrolled annually in vocational education programs served by the additional personnel:

200 to 500 full-time students
1,000 to 1,500 part-time evening students

2.0 Duties, Responsibilities and Qualifications

2.1 Definition of Purpose: To improve, strengthen, and expand the vocational education program at Santa Barbara City College. To determine the needs of the community in terms of both goals and objectives of students in terms of potential employment opportunities. To plan for, develop, and implement sound, adequate vocational education programs which will satisfy these needs.

2.2 The assignment of duties and activities to be performed by the persons to be appointed shall be identical to the job descriptions outlined in the sub-paragraphs under 1.4 and shall include direct supervision, coordination and counseling pertaining to the following existing vocational education programs, both day and evening:
Vocational Nursing
Electronic Technician
Automotive Mechanic
Printing
Office occupations
Merchandise Management
Real Estate Sales
Escrow Officer
Insurance Consultant
Insurance Adjustor
Supervision and Management
Police Science
Fire Science
Carpenter Apprentice
Electrical Apprentice
Floor Covering Apprentice
Glazing Apprentice
Painting Apprentice
Plumbing Apprentice
Sheet Metal Apprentice
Water Treatment and Purification
Welding

Will also assist in the implementation of the following programs planned for 1966-67:

Medical Assisting
X-Ray Technician
Registered Nursing

To revise, expand, and improve existing programs in Automotive and Printing.

To improve and expand other on-going programs.

To work with appropriate advisory committees, the Curriculum Committee and Division Chairmen concerned in the development of other needed vocational education programs.

2.3 A statement of qualification of the persons to be assigned, including credentials held and other special qualifications related to the assignment:

2.31 Assistant Dean of Instruction, Vocational/Technical - James E. Foxx

2.311 Qualifications:

a. Twenty years active duty with United States Army, Quarter-master Corps, Army General Staff, and Ordnance Corps with a variety of Command and Staff experiences including four years teaching experience in R.O.T.C. at the University of Cincinnati. Qualified as an Instructor in Automotive Maintenance, Artillery, Small Arms, Fire Contr., Quarter-master, Ordnance Supply and Maintenance Procedures, and Special Weapons Logistics.

b. B.S., University of Cincinnati - 1950, with Major in Vocational Education (Automotive).

d. Sixty graduate units beyond the Master's Degree; 6 - Mathematics; 12 - Distributive Education; 45 - School Administration and Methods

e. Teacher of Mathematics, Santa Barbara High School - 13 months.

f. Teacher-Coordinator, Distributive Education; cooperative-part-time and evening, Santa Barbara City College - 4 years.

g. Teacher of Supervision and Management, Santa Barbara City College; part-time evenings - 5 years.

h. Teacher of Mathematics and Speech, University of Maryland (overseas) part-time - 1 year.

i. Assistant Dean of Instruction, Vocational/Technical, Santa Barbara City College, half-time - 1 year.

j. Assistant Dean, Adult Education, Vocational and Distributive Education, Santa Barbara City College, half-time - 1 year.

k. A variety of experiences in selling, manufacturing, trade and industrial supervision and management prior to 1940 - 10 years.

2.312 Credentials:

a. Special Secondary Vocational Credential in Business Education (Distributive Education) - 1968.

b. General Secondary Credential - 1968


d. Secondary School Administration Credential - 1968

2.32 Assistant Dean of Instruction, Vocational Research Coordinator - Norman Garrison Mouck, Jr.

2.321 Qualifications:

a. Four years active duty with United States Army, Engineer Corps with experience in surveying, drafting and cartography.

b. B.S., Edinboro State College, Pa. - 1953


d. M.B.S., University of Colorado - 1960

e. Teacher of Mathematics and Science at Fontana High School (Department Chairman) - 6 years.

f. Instructor, Business Analysis and Mathematics, University of California, Extension Division - 2 years.

g. Assistant Professor of Mathematics (Department Chairman), Santa Barbara City College.
h. Supervisor, Teacher Education in Mathematics, University of California at Santa Barbara - 1 year.

i. Research in Mathematics (The Cosand Grant), Santa Barbara City College - 1 year.

j. Research Consultant and writer (SMSG), Stanford University - 1 year.

k. Production Expeditor and Manufacturing Process Technician - 2 years.

2.322 Credentials:

a. General Secondary Credential - Life

b. Qualified for Junior College Administrative Credential and application submitted.

2.33 Vocational Counselor - Position open

2.331 Qualifications:

a. Must hold a valid California Pupil Personnel Services Credential or a Designated Services Credential with appropriate authorization which was issued on a regular and clear or postponement of requirements basis.

b. A minimum of two years of successful work experience in areas other than education exclusive of military experience.

2.34 Administrative Secretary - Harriet Leckie

2.341 Qualifications:

a. B.Sc. (Business and Secretarial Studies), Simmons College, Boston, Mass. - 1941, with additional studies at University of California at Los Angeles, McGill University, and Santa Barbara Business College.

b. Executive Secretary, U.S. Navy - 2 years

c. Stenographic Clerk, Santa Barbara City College - 1 year

2.35 Stenographic Clerk - Position open

2.351 Qualifications:

a. Knowledge of modern office practices and procedures, including business correspondence, filing, and standard office equipment operation.
b. Ability to take dictation at a speed of 80 words per minute and transcribe it accurately at a rate of 25 words per minute; type from clear copy at a speed of 45 words per minute; perform clerical work involving some independent judgement and requiring accuracy and speed; spell correctly, use good English, and make arithmetical computations; understand and follow oral and written directions.

c. Should have a minimum of one year of general clerical experience involving the use of stenographic skills.

d. Must have an education equivalent to graduation from High School.

2.4 The amount of time during the school day or year to be spent in performing such duties and activities will be 8-10 hours per day, five or six days per week for eleven calendar months.
VOCA TIO N A L EDUCATION PROJECT
APPLICATION FOR FUNDS

Under the

VOCA TIONAL EDUCATION ACT OF 1963
P.L. 88-210

School Year 1966-67

School District: Santa Barbara Junior College District

School: Santa Barbara City College

Address: Cliff Drive & Leadbetter Drive
Santa Barbara, California 93105

Project Title: Medical Assisting

A. The attached descriptive and fiscal information is a firm request for assistance from funds available through the Vocational Education Act of 1963, Public Law 88-210. This application is consistent with the purposes of the Act and with the provisions of the California Plan for Vocational Education.

B. The assurance of compliance with Title VI of the Civil Rights Act of 1964, dated February 18, 1965, applies to this application.

C. Contact person for this project is:

Name: James E. Foxx
Title: Assistant Dean - Instruction Vocational/Technical
Phone: 965-0581

Signature: Superintendent or Designate

Date _________________
PROPOSED EXPENDITURES FOR VOCATIONAL EDUCATION
School Year 1966-67

1.0 School District: Santa Barbara Junior College District

School: Santa Barbara City College - Santa Barbara County

Mailing Address: Cliff Drive & Leadbetter Drive, Santa Barbara, Calif. 93105

2.0 Project Title: Medical Assisting

3.0 Proposed Expenditure by Matching Purpose (1) (Round to the closest dollar)

<table>
<thead>
<tr>
<th>Purpose Description</th>
<th>Total</th>
<th>Local</th>
<th>VEA '63</th>
</tr>
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<tbody>
<tr>
<td>3.1 Vocational education for persons in high school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Vocational education for other persons available for full-time study</td>
<td>$17,330</td>
<td>$12,315</td>
<td>$5,015</td>
</tr>
<tr>
<td>3.3 Vocational education for persons already in the labor market</td>
<td>17,000</td>
<td>12,100</td>
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<td>3.4 Vocational education for persons with special needs</td>
<td></td>
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<tr>
<td>3.5 Construction of area vocational education school facilities</td>
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</tr>
<tr>
<td>3.6 Vocational education ancillary services (2)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3.7 Work-study program (2)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3.8 Total expenditures</td>
<td>$34,330</td>
<td>$24,415</td>
<td>$9,915</td>
</tr>
</tbody>
</table>

(1) Include only amounts which can be considered as expenditures for the 1966-67 school year under the laws, rules, and regulations and accounting procedures applicable to the applying agency.

(2) See definitions.
### Form VE-2 (Cont'd.)

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>4.4 Fixed charges</td>
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<td>4.4.1 Insurance</td>
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<td>Rental of land and buildings</td>
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<tr>
<td>4.4.3 Other (Explain)</td>
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<td>4.5 Capital outlay</td>
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<tr>
<td>4.5.2 Improvement of sites</td>
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<td>4.5.3 Buildings</td>
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<td>4.5.4 Major equipment (6)</td>
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<td>(Unit cost over $100)</td>
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<td>4.5.5 Minor equipment</td>
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<td>4.5.6 Other (Explain)</td>
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<td>4.6 Other (Explain)</td>
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<td>4.6.1 Salaries</td>
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<tr>
<td>4.6.2 Other (Explain)</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
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</tr>
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<td>4.7 Work-study</td>
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<td>4.7.1 Student compensation</td>
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<tr>
<td>4.8 Total expenditures</td>
<td>$34,330</td>
<td>$24,415</td>
<td>$9,915</td>
</tr>
</tbody>
</table>

(6) Attach an itemized list of all major equipment in 4.5.4. Refer to California School Accounting Manual.
BUDGET BACK-UP

4.11 Includes prorated share of the total cost of coordination of program.

4.21 Includes cost of released time and bonus awarded to department chairmen for the specific purpose of supervision of instruction within their respective departments.

4.22 See tentative schedule and breakdown of teacher local units below. Average cost of instruction based upon current salary schedule is approximately $1,000.00 per semester per 3 teacher load units. Total teacher load units for the complete program as scheduled is 8½. 8½ divided by 3 = 28 x 1000 = $28,000.00.

MEDICAL ASSISTING

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
<th>Units</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tr>
<td>Bus. 37</td>
<td>Office Procedures</td>
<td>8:00</td>
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<td>3</td>
<td>A207</td>
<td>Schramm</td>
</tr>
<tr>
<td>Bus. 22</td>
<td>Intermediate Typing</td>
<td>9:00</td>
<td>Daily</td>
<td>3</td>
<td>A201</td>
<td>Gessel</td>
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<tr>
<td>Bus. 15</td>
<td>Bookkeeping</td>
<td>10:00</td>
<td>MTHF</td>
<td>3</td>
<td>A200</td>
<td>O'Dea</td>
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<tr>
<td>Bus. 43</td>
<td>Medical Terminology</td>
<td>1 PM</td>
<td>MWF</td>
<td>3</td>
<td>A212</td>
<td>Day</td>
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<td>Bus. 45</td>
<td>Medical Office Nursing</td>
<td>3 PM</td>
<td>MWF</td>
<td>3</td>
<td>A212</td>
<td>Day</td>
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Teacher Load Units 18

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
<th>Units</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
<td>Bus. 37</td>
<td>Office Procedures</td>
<td>7-9:30</td>
<td>MW</td>
<td>3</td>
<td>A207</td>
<td>Schramm</td>
</tr>
<tr>
<td>Bus. 22</td>
<td>Intermediate Typing</td>
<td>7-9:30</td>
<td>T TH</td>
<td>3</td>
<td>A201</td>
<td>Gessel</td>
</tr>
<tr>
<td>Bus. 15</td>
<td>Bookkeeping</td>
<td>7-9</td>
<td>MWF</td>
<td>3</td>
<td>A200</td>
<td>O'Dea</td>
</tr>
<tr>
<td>Bus. 43</td>
<td>Medical Terminology</td>
<td>7-10</td>
<td>T</td>
<td>3</td>
<td>A212</td>
<td>Benevides</td>
</tr>
<tr>
<td>Bus. 45</td>
<td>Medical Office Nursing</td>
<td>7-10</td>
<td>TH</td>
<td>3</td>
<td>A212</td>
<td>Benevides</td>
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</table>

Teacher Load Units 18

TENTATIVE SCHEDULE    SPRING 1967

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
<th>Units</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Bus. 38</td>
<td>Office Procedures</td>
<td>8:00</td>
<td>Daily</td>
<td>3</td>
<td>A207</td>
<td>Schramm</td>
</tr>
<tr>
<td>Bus. 23</td>
<td>Advanced Typing</td>
<td>9:00</td>
<td>Daily</td>
<td>3</td>
<td>A201</td>
<td>Gessel</td>
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<tr>
<td>Zoo. 3</td>
<td>Human Anatomy</td>
<td>10:00</td>
<td>T TH</td>
<td>3</td>
<td>A213</td>
<td>Ash</td>
</tr>
<tr>
<td>Bus. 44</td>
<td>Medical Secretarial Proc.</td>
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<td>MWF</td>
<td>3</td>
<td>A207</td>
<td>Gessel</td>
</tr>
<tr>
<td>Bus. 45</td>
<td>Med. Asst. Preceptorship</td>
<td>1:00</td>
<td>MWF</td>
<td>6</td>
<td>T-1</td>
<td>Benevides</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-5</td>
<td>MTWF</td>
<td></td>
<td></td>
<td>Doctor's Office</td>
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Teacher Load Units 24
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
<th>Units</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. 34</td>
<td>Office Procedures</td>
<td>7-9:30</td>
<td>MW</td>
<td>3</td>
<td>A207</td>
<td>Schramm</td>
</tr>
<tr>
<td>Bus. 23</td>
<td>Advanced Typing</td>
<td>7-9:30</td>
<td>TTH</td>
<td>3</td>
<td>A201</td>
<td>Gresel</td>
</tr>
<tr>
<td>Zoo. 3</td>
<td>Human Anatomy</td>
<td>7-9</td>
<td>M</td>
<td>3</td>
<td>A213</td>
<td>Ash</td>
</tr>
<tr>
<td>Bus. 44</td>
<td>Medical Secretarial Proc.</td>
<td>7-10</td>
<td>T</td>
<td>3</td>
<td>A207</td>
<td>Taylor</td>
</tr>
<tr>
<td>Bus. 45</td>
<td>Med. Asst. Preceptorship</td>
<td>7-10</td>
<td>TH</td>
<td>6</td>
<td>A212</td>
<td>Benevides</td>
</tr>
</tbody>
</table>

12 Hrs. per week in doctor's Office - Hrs. to be arranged.

Teacher Load Units 24

- Reference and textbooks to be provided as recommended by the Advisory Committee and instructors concerned. This will include supplemental materials for the instructor and adequate reference materials for student use in the library.

- Expendable supplies normally consumed in the process of instruction plus prepared transparencies suitable for illustration of specific lesson objections.

- Travel allowance within district to allow teacher to coordinate the work experience provided by the Medical Assisting Preceptorship.
1.0 General Information.

1.1 Purpose of the project is to prepare students to enter the Medical Assisting profession. The program is a combination of business and nursing subjects, the mastery of which will gratify the student for work in a doctor’s office, both as an administrative and nursing assistant.

1.2 Occupational field or fields for which this training program is intended:

Health Occupations

1.3 Approximate dates for starting and ending the instructional program:

Sept. 12, 1966 to June 15, 1968

Note: Certain students who have completed at least one year of college work in business subjects might be able to complete the program by June, 1967.

1.4 Total length of time to complete the training program in each occupational field would be two (2) school years.

1.5 Estimated number of students to be enrolled this school year:

1.51 First year full time day students 35

1.52 Second year full time day students 20

1.53 First year part-time evening students 35

1.6 Extent and source of supervision:

1.61 Each division chairman will be directly responsible for class supervision of those classes for which his division has jurisdiction.

1.62 The Assistant Dean of Instruction, Vocational/Technical, will be directly responsible for supervising classes in Medical Office Nursing, Medical Terminology, Medical Secretarial Procedures, and the Medical Assisting Preceptorship. The Assistant Dean of Instruction will also coordinate with appropriate division chairmen on all matters pertaining to the program of instruction.

1.63 The work experience provided by the Medical Assisting Preceptorship (3 hours lecture and 12 hours practical experience per week) will be jointly supervised by the assigned instructor (2/5 released time) and the cooperating medical assistant in the doctor’s office providing the work experience station.
2.0 Occupational Information and Services

2.1 Occupational information used in developing the program.

The need for the program was first called to our attention by the local chapter, California Medical Assistants Association and the Santa Barbara County Medical Society. This brought about the formation of a joint committee to study the problem and to present their recommendations to the College. The program as presented herewith represents several months of study and work. It is estimated that less than 10% of the people now working in doctor's offices have received formal training in medical assisting. The Community has accepted the program and has recommended its implementation.

2.2 Counseling, testing, and selection.

All students applying for admission to the college will be required to take both the SCAT and STEP tests. The student will then meet with our Business and Vocational Counselor who will determine the applicants' eligibility to enter the program.

2.3 Placement and follow-up will be accomplished through the joint efforts of the Medical Assisting Preceptorship Instructor, the Work Experience Coordinator, the Business and Vocational Counselor, and the Medical Assisting Advisory Committee. The preceptorship is designed to introduce the student to the doctor's office. We anticipate that this will lead to permanent employment either in that office or by their recommendation to another office. The follow-up will be a continuing process to determine the adequacy of the training and the standards of student performance and selection.

2.4 Characteristics of trainees.

Applicants acceptable for admission to the Medical Assisting Program should be young women who are high school graduates. They should show some concern for people and a definite interest in business and nursing professions. Above all, they should be honest, willing to accept responsibility, with a sincere desire to complete the program.

2.5 The California State Department of Employment maintains a representative on campus who will work with our instructor during the preceptorship phase of the program and will also assist the instructor in finding permanent positions for graduates of the program.

3.0 Instructional Information

3.1 Curriculum (Medical Assisting Brochure attached)

(See next page)
3.1 (Continued)

**Major in Medical Assisting**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Zoology 3 or 5</td>
<td>Human Anatomy and Physiology</td>
<td>3 or 5</td>
</tr>
<tr>
<td>Bus. 22</td>
<td>Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>Bus. 23</td>
<td>Advanced Typing</td>
<td>3</td>
</tr>
<tr>
<td>Bus. 15</td>
<td>Bookkeeping (Medical Workbook)</td>
<td>3</td>
</tr>
<tr>
<td>Bus. 37-38</td>
<td>Office Procedures</td>
<td>5</td>
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<tr>
<td>Bus. 43</td>
<td>Medical Terminology (New)</td>
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<tr>
<td>Bus. 44</td>
<td>Medical Secretarial Procedures (New)</td>
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<tr>
<td>Bus. 45</td>
<td>Medical Office Nursing (New)</td>
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</tr>
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<td>Bus. 46</td>
<td>Medical Assistant Preceptorship (New)</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>33 or 35</strong></td>
</tr>
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</table>

If the student so desires she may obtain the Associate in Arts Degree with a major in medical assisting, by completing state and local requirements as indicated in the attached brochure.

3.2 Standards of Performance.

Students must maintain a minimum of "C" grade in all work leading to the preceptorship. During the preceptorship, the student must work to the satisfaction of cooperating medical assistants and the doctor, as well as continue to maintain satisfactory grades in other subjects.

3.3 Personnel.

All instructional personnel will be required to hold the appropriate teaching credential authorizing them to teach at the Junior College level. All business instructors hold a Master's degree in business. Biology instructors have either the Master's degree or the Doctor of Philosophy with major in biology. The Medical Assisting instructor will have the Standard Designated Subjects Teaching Credential (part-time) with major in medical assisting. The Medical Assisting instructor has eight years' experience as a medical assistant and is currently employed in a doctor's office.

3.4 In-service Education.

Instructors are encouraged to continue their education in order to broaden their perspective and to gain a greater depth of knowledge in their fields. Medical assisting instructors will attend training sessions sponsored by the Santa Barbara County Medical Society, the Santa Barbara chapter of the California Medical Assistants Association, and in-service training programs sponsored by Santa Barbara Cottage Hospital.
3.5 Evaluation.

Continuous teacher observation of student's participation, frequent quizzes, written assignments, mid-term and final examinations. Follow-up on the job both during and after the preceptorship, by both instructor and employer to determine the real worth of the program. Satisfactory performance on the job will determine the true success of the program.

Encls. 4 Course Outlines:
Bus. 43 - Medical Terminology
Bus. 44 - Medical Secretarial Procedures
Bus. 45 - Medical Office Nursing
Bus. 46 - Medical Assistant Preceptorship
Medical Assisting Brochure
California State
Department of Education
Form VE-1 (Rev. 2/66)

VOCATIONAL EDUCATION PROJECT
APPLICATION FOR FUNDS

Under the
VOCATIONAL EDUCATION ACT OF 1963
P.L. 38-210

School Year 1966-67

School District  Santa Barbara Junior College District

School  Santa Barbara City College

Address  721 Cliff Drive, Santa Barbara, California  93105

Further Implementation of VEA '63 Projects Numbers 5-920 and 5-0638. (The Occupational Preparation of a General Office Worker Through a Technical Clerk-Typist, Secretarial, and Stenographic Program.)

Project Title

A. The attached descriptive and fiscal information is a firm request for assistance from funds available through the Vocational Education Act of 1963, Public Law 88-210. This application is consistent with the purposes of the Act and with the provisions of the California Plan for Vocational Education.

B. The assurance of compliance with Title VI of the Civil Rights Act of 1964, dated February 18, 1965, applies to this application.

C. Contact person for this project is:

Name  John E. O'Dea

Title  Chairman, Business Department

Phone  965-0581

Signature:  Superintendent or Designate

Date
PROPOSED EXPENDITURES FOR VOCATIONAL EDUCATION
School Year 1966-67

1.0 School District  Santa Barbara Junior College

School  Santa Barbara City College  County  Santa Barbara

Mailing Address  721 Cliff Drive, Santa Barbara, California  93105

Further Implementation of VEA '63 Projects Numbers 5-920 and 6-0638. (The Occupational Preparation of a General Office Worker Through a Technical Clerk-Typist, Secretarial and Stenographic Program.)

2.0 Project Title

3.0 Proposed Expenditure by Matching Purpose (1) (Round to the closest dollar)

<table>
<thead>
<tr>
<th>Purpose Description</th>
<th>Total</th>
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<td>3.1 Vocational education for persons in high school.</td>
<td>9,422.00</td>
<td>4,791.00</td>
<td>4,631.00</td>
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<td>3.2 Vocational Education for other persons available for full-time study.</td>
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<td>3.3 Vocational education for persons already in the labor market.</td>
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<tr>
<td>3.4 Vocational education for persons with special needs.</td>
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<td>3.5 Construction of area vocational education school facilities.</td>
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<td></td>
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</tr>
<tr>
<td>3.6 Vocational education ancillary services (2).</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3.7 Work-study program (2).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8 Total expenditures.</td>
<td>9,422.00</td>
<td>4,791.00</td>
<td>4,631.00</td>
</tr>
</tbody>
</table>

(1) Include only amounts which can be considered as expenditures for the 1966-67 school year under the laws, rules, and regulations and accounting procedures applicable to the applying agency.

(2) See definitions.
4.0 Proposed Expenditures by Classes of Expenditure (3) (Round to the closest dollar.)

<table>
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<tr>
<td>4.11 Salaries of directors or coordinators</td>
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<tr>
<td>4.12 Other (Explain.)</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>4.2 Instruction</strong></td>
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<td>4.21 Salaries of supervisors (4)</td>
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<td>4.22 Salaries of teachers (4) (5)</td>
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<td>4.23 Salaries of clerical &amp; other (4)</td>
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<td>4.24 Reference &amp; textbooks</td>
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<td>4.25 Instructional supplies</td>
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<td>4.26 Other (Explain.)</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>4.3 Maintenance of instructional equipment</strong></td>
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<tr>
<td>4.31 Salaries (4)</td>
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<td><strong>Subtotal</strong></td>
<td>992.00</td>
<td>496.00</td>
<td>496.00</td>
</tr>
</tbody>
</table>

(3) Attach budget back-up as required in Section VIII 2, page 9.

(4) Salaries may include employer's share of employees' benefits.

(5) VEA funds requested may not exceed 25 percent of total salaries for teachers.
### 4.4 Fixed charges

<table>
<thead>
<tr>
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<th>Total</th>
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<td><strong>4.43 Other (Explain.)</strong></td>
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</table>

### 4.5 Capital outlay

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Local</th>
<th>VEA '63</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.51 Sites</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>4.52 Improvement of sites</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.53 Buildings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.54 Major equipment (6)</strong></td>
<td>5,585.00</td>
<td>3,385.00</td>
<td>2,200.00</td>
</tr>
<tr>
<td><em>(Unit cost over $100)</em></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>4.55 Minor equipment</strong></td>
<td>875.00</td>
<td>85.00</td>
<td>790.00</td>
</tr>
<tr>
<td><strong>4.56 Other (Explain.)</strong></td>
<td>880.00</td>
<td>280.00</td>
<td>600.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>7,340.00</td>
<td>3,750.00</td>
<td>3,590.00</td>
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### 4.6 Other (Explain.)

<table>
<thead>
<tr>
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<th>VEA '63</th>
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</thead>
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<tr>
<td><strong>4.61 Salaries</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>4.62 Other (Explain.)</strong></td>
<td>1,090.00</td>
<td>545.00</td>
<td>545.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>1,090.00</td>
<td>545.00</td>
<td>545.00</td>
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### 4.7 Work-study

<table>
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<tr>
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<th>Total</th>
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<tbody>
<tr>
<td><strong>4.71 Student compensation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
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### 4.8 Total expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Local</th>
<th>VEA '63</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.8 Total expenditures</strong></td>
<td>9,422.00</td>
<td>4,791.00</td>
<td>4,631.00</td>
</tr>
</tbody>
</table>

---

(6) Attach an itemized list of all major equipment in 4.54. Refer to California School Accounting Manual.
EXPLANATION OF PROPOSED EXPENDITURES AND MATCHING DISTRICT FUNDS

4.32 Other -- the $496 being requested through VEA-63 is for the purpose of continuing service contracts on VEA-63 equipment currently in the classroom and additional service contracts for equipment requested in this application.

The local expenditure of $496 is budget for maintenance of vocational equipment in the Business Education Department.

4.54 Major equipment (Unit cost over $100) -- the amount $2,329 is requested to purchase the following:

- Multi-Channel Shorthand Laboratory Console $1,600.00
- Multi-Channel Shorthand Dictation Tapes (correlated with Intermediate Shorthand) 350.00
- Dictation tapes correlated with Beginning Shorthand 254.00
- Medical Dictation Tapes 125.00

The amount of $3,385 shown as expected expenditure by the district is to purchase the following items to be used in this program:

1 Printing Calculator 750.00
6 Electric typewriters 2,200.00
3 Manual typewriters 435.00

4.55 Minor equipment -- the requested $790 through VEA-63 would be used to purchase the following minor equipment:

- Accessories for Multi-Channel Shorthand Laboratory. (Earphones, control stations for 30 desks.) 724.00
- 1 set Training filmstrips 30.00
- 1 Portable table for filmstrip projector 36.00

Local district expenditures are budgeted in the amount of $85.00, to be spent as follows:

- Sound filmstrips 60.00
- 1 Canopy cover for vertical file 10.00
- 1 Technical sphere for IBM selectric 15.00

4.56 Other -- VEA-63 requested expenditure, $600, will be used to install the required Multi-Channel wiring for the 30 stations in the shorthand laboratory.

The local district expenditure of $280 is for electrical work orders for wiring typing desks and for a new bulletin board in the office procedures room.
4.62 Other -- The requested $545 is for $120 sales tax on items to be purchased with VEA funds provided by this application; for $225 travel allowance to be used by Business Education Division instructional personnel for attendance at various vocational and professional meetings; and $200 towards the printing and distribution of a vocational brochure being developed by the Business Education Division.

District funds of $545 will be used as follows:

Sales tax on Capital Outlay items used as matching funds in this application -- $120

Travel allowance for Business Education Division instructional personnel -- $425

Federal funds requested in this project will not be used to replace or reduce the amount of district expenditures for vocational education of the previous year.
OUTLINE FOR VOCATIONAL EDUCATION INSTRUCTION PROJECT

1.0 General Information

1.1 Purpose of the Project

The purpose of this project is to improve and strengthen the existing secretarial and stenographic program at Santa Barbara City College through the addition of a multi-channel shorthand laboratory. An additional purpose is to expand the secretarial and stenographic program to the evening division of the college's credit program.

1.2 Occupational field or fields for which this training program is intended:

- Stenographer (D.O.T. 1-37.12)
- Secretary (D.O.T. 1-33.01)

1.3 Approximate dates for starting and ending the instructional program:

September, 1966, through June, 1967, and for each school year and summer session thereafter.

1.4 Total length of time to complete the training program in each occupational field.

   a. Two years are required to complete the secretarial program for an Associate in Arts degree. Shorthand is emphasized throughout the program.

   b. One year is required to complete the certificate stenographic program. Shorthand is the area of concentration in the program.

   c. The shorthand program for the evening division would vary in length according to the training and retraining needs of the individuals.

1.5 Estimated number of students to be enrolled this school year in each occupational field included in this project:

Sixty Stenographic and Secretarial students. This group of students pertains only to the Stenographic and Secretarial segment of the entire office occupations group outlined in the original VEA '63 Projects, Numbers 5-920 and 6-0638.
1.6 Extent and source of supervision -- description of plans for supervising the program, including individual assignments and responsibilities.

The stenographic and secretarial program is a distinct part of the business division. Both night and day instructors in this program work closely with all members of the business department under the direct supervision of the department head, Mr. John O'Dea.

Mr. James Foxx, Assistant Dean of Instruction, is the coordinator of vocational education for both evening and day courses.

2.0 Occupational Information and Services

2.1 Occupational information used in developing the program.

Miss Elnora Hopper, Employment Service Supervisor, California State Employment Office, Santa Barbara, tells us that there are 5 to 10 openings at all times for stenographic workers. These openings go unfilled because of a lack of trained stenographers and secretaries. Many employers want shorthand skills even though the skills may not be required for the immediate position.

The Secretarial and Clerical Advisory Committee for Santa Barbara City College consists of:

Miss Elnora Hopper, Employment Service Supervisor
California State Employment Office
130 East Ortega
Santa Barbara, California

Mr. Cedric Boeseke, Placement Director
Santa Barbara City College
721 Cliff Drive
Santa Barbara, California

Mr. Harvey Clement, Personnel Manager
VARO, Inc.
402 East Gutierrez
Santa Barbara, California

Mrs. Mary Aldrich, Executive Secretary
Stellarmetrics, Inc.
210 East Ortega
Santa Barbara, California

Mrs. Mary Edwards, Personnel Director
Defense Research Corporation
6300 Hollister Avenue
Goleta, California

Mr. Martin E. Appel, Personnel Manager
General Motors Corporation Defense Research Labs
6767 Hollister Avenue
Goleta, California
Mr. John O'Dea  
Chairman, Business Department  
Santa Barbara City College

Mr. James Foxx  
Assistant Dean of Instruction, Vocational Education  
Santa Barbara City College

Mr. Dwayne Schramm  
Business Instructor  
Santa Barbara City College

Miss Marie Gressel  
Business Instructor  
Santa Barbara City College

The Secretarial and Clerical Advisory Committee is most helpful in formulating policies for the program and in keeping vocational teachers up to date on employment opportunities, requirements for employment, and characteristics of needed workers.

Mr. Harvey Clement, as chairman of the Advisory Committee has developed a letter which describes the feelings of the Advisory Committee on the project we are proposing for a multi-channel dictation lab. (See Exhibit A.)

2.2 Counseling, testing, and selection

One counselor at Santa Barbara City College is assigned to counsel and program business majors. Mr. Gerald Floyd, the business counselor, meets regularly with members of the business department so that all concerned may keep abreast of activities.

All entering students at Santa Barbara City College are given a series of entrance tests. Included in this series are the STEP and SCAT tests. In order for a student to enter the stenographic and secretarial program he must achieve the 20th percentile on the total score of the SCAT test. An additional selection criterion is for a student entering the stenographic and secretarial program to have achieved a "C" grade or better in high school English.

In addition to the SCAT and STEP tests, a complete battery of tests is available to those who are undecided as to a major and may be contemplating a business major. Included is the Minnesota Clerical and Strong Vocational Interest Inventory tests. The Guilford & Zimmerman Temperament Survey may be used also.

Since English ability is vital to success in shorthand, all stenographic and secretarial students must meet certain English standards. If entrance scores are below those required for regular college English, the student must take Business English. Those eligible for regular English (English 1) may take either English 1 or Business English followed by Business Correspondence. This gives both one-year stenographic and two-year secretarial students a minimum of 6 units of English.
2.3 Placement and follow-up

The Placement Office of the college is located on the same floor as the business department which makes for a convenient arrangement. Most students in the secretarial and stenographic programs are working on part-time positions through the cooperation of the Placement Office and the Business Department. Students in the Secretarial and Stenographic programs are easily placed in part-time jobs. There are more employment opportunities available in the office occupations area than can be filled currently. Because of the demand for such positions, many students are placed even before they finish a complete training program.

Plans for the college are to include a vocational counselor whose responsibilities will include more precise information on follow-up of students. At the present time follow-up is done by the business teachers. These teachers have no released time for follow-up, and although records are kept of placement on jobs of students, the information is not as thorough as is needed. It is hoped that the employment of a vocational counselor will help this situation.

Cedric Boeseke, Coordinator of Work Education, is also a part-time counselor this year. He is doing a follow-up study on all Associate in Arts graduates of June, 1965.

An innovation this year at the college is a Career Day at which time students are provided with information from the community on the opportunities for various careers (stenographic and secretarial included) in the community as well as outside of the community.

2.4 Characteristics of trainees

The trainees are on the 13th and 14th grade level. The evening program requires a minimum of 18 years of age or graduation from high school. The day-program students are mostly of the 18 to 22 age group; however, there is an indication that a number of older students (those whose families are grown and are now looking for employment) are attending the day program. The evening students are usually in the program because they wish to obtain new skills or to improve their present skills.

Trainees of the Secretarial and Stenographic programs are encouraged to complete the one-year or two-year programs. However, many general education students and other majors are encouraged to elect one or more courses in the office occupations area to give them a vocational skill.
2.5 Cooperation with the California State Department of Employment

One member of the Secretarial and Clerical Advisory Committee is an employee of the local office of the California State Employment Office.

Another employee of the California State Employment Office works part-time at the Placement Office of Santa Barbara City College.

Still another employee of the California State Employment Office comes to the college regularly to administer typewriting tests for students who may be able to qualify for certification under the state program. It is anticipated that a similar scheduling may be done with shorthand testing.

3.0 Instructional Information

3.1 Curriculum

Course outlines for all vocational courses in the office occupations area were originally submitted under Projects Numbers 5-920 and 6-0638. Additional courses developed since include the courses of Shorthand Speed Building Lab and Business English. Topical outlines for these two courses are enclosed. (See Exhibits B and C.)

3.2 Standards of Performance

The Bureau of Business Education of the California State Department of Education held conferences in Sacramento, San Francisco, and Los Angeles to determine the job requirements in the office occupations area. Shorthand speed requirements ranged from 80 to 100 words per minute for stenographers. A comment included in this report was: "Shorthand students do not always get a chance to use their shorthand skill on the job, but need it to get the job. Very few use shorthand. However, we find a good stenographer can punctuate, spell, is generally more accurate, and is a better typist. Shorthand is a screening device; we feel we get a better qualified girl."

Although a shorthand writing speed of from 80 to 100 words a minute may be adequate to handle a majority of dictation, there is considerable evidence to indicate that the more speed shorthand writers have, the more secretarial positions are open to them. Regardless of shorthand speed, the student must be able to transcribe notes into mailable form.

Miss Elnora Hopper, Employment Service Supervisor for the California State Employment Office, states that students who have completed the two-year secretarial major will not have to start as a beginning stenographer at the beginning rate. The student who can take dictation at 120 words a minute is adequately prepared for almost any position. Even though the entrance test may require only 100 words a minute, this additional reserve insures applicant's ability to easily take 120 words a minute accurately and to transcribe this dictation in mailable form.
3.2 A Santa Barbara County survey is being made this month to find out the needs for office occupations workers. This survey is being done under a Santa Barbara County VEA Project in cooperation with the Ford Foundation. Nine teachers are exploring office occupations opportunities through personal visits to businesses. There will be a combined report of the 50 to 100 businesses visited.

3.3 Personnel

a. Miss Marie Gressel, B. A. and M. A., with majors in business education, holds a Life Secondary Credential, has taught 7 years in high school and 10 years in junior college, and has had practical work experience in office occupations. She has served as a district representative and is an officer in the Southern Section of California Business Education Association, and is currently a committee chairman for the state convention. She is currently working on the Office Occupations study team under the VEA Project for Santa Barbara County.

b. Dwayne Schramm, B. A. and M. A., with major in business education, holds a Life Secondary Credential, has taught for 15 years in both high school and junior college, has two years of IBM experience in U. S. Navy, has had four years practical experience with office work and retail work, and has served as both an officer and district representative of California Business Education Association. At present, he is a doctoral candidate at U.C.L.A.

3.4 Inservice Education

Santa Barbara County Vocational Education Project

For the past two years Dwayne Schramm has been involved in organizing the Santa Barbara committee on vocational education. This committee determined the areas of concentration for the various vocational fields. The office occupations area was selected as the area of concentration in business. Miss Marie Gressel is serving on this committee.

Miss Marie Gressel attended the first of 7 meetings to be conducted by a county-wide committee in the area of office occupations. The specialist team is made up of 9 members who represent the high schools and colleges in Santa Barbara County. At the next meeting, this group will develop a questionnaire which will be used for personal visits to businesses within local areas.

Two vocational counselors, Mr. Gerald Floyd from S.B.C.C., and Mr. Frank Stevens, San Marcos High School, will work with our group. The objectives of the group are: (1) to improve working relations between businessmen and business teachers (through the personal visitations to businesses in area), (2) to improve the training of low-level students to enter business, (3) to improve the articulation between high school and junior college, (4) to improve guidance of business students into business careers, and (5) to improve curriculum continuity within various schools.
3.4 Other meetings of the group will include a meeting with a state employment representative, development of curriculum continuing from high school through college, and a final report of findings to be presented on May 14, 1966, to administrators in the county. Plans are being made to continue work in this area next fall.

Inservice Meetings

Mr. Dwayne Schramm, Miss Marie Gressel, and Mr. James Foxx attended a conference sponsored by the California Bureau of Business Education at Cerritos in February. This conference was for Reimbursed Office Occupation Programs.

Mr. Dwayne Schramm participated in the Santa Barbara County sponsored meeting for business education teachers at Santa Ynez High School in February. Miss Claire O'Brien and Miss Tillie Neft presented current information on VEA '63 at this meeting.

3.5 Evaluation

The value of this program is measured through both students and teachers. Follow-up studies, which are a part of the original projects Numbers 5-920 and 6-0638, will be continued. The equipment acquired through the approval of the initial phase has added greatly to our clerical and stenographic programs. The advisory committee for the secretarial and clerical program will be asked to review this program and to give advice on how best to meet the current business trends and demands. Conferences such as the one held this year in Cerritos will provide current developments in the area.

No new courses are being added to the curriculum under this proposal. It is hoped that the existing shorthand courses can be improved through the use of a multi-channel shorthand laboratory. The Short-hand Speed Building Lab was offered for the first time in the fall of 1965. It replaced the intermediate shorthand course which had previously been offered in the fall semester. Students who have had shorthand in high school and who enter the stenographic and secretarial program have varying backgrounds and abilities. This lab served a diverse group of those taking dictation at 60 wpm as well as those who could take over 120 wpm.

There were 29 students in the first lab offered. Of this group, 12 were second-year secretarial students. The other 17 students had had shorthand in high school, some only one semester and others as much as two years. This course prepared students with lower speeds to enter intermediate shorthand in the spring semester. Second-year students were able to maintain and build shorthand speeds for employment upon graduation. The lab consisted of 3 tape recorders located in the office at the back of room. One side of the room was wired to accommodate 2 speeds and the other side of the room was wired to receive only one speed. This gave the class only 3 speeds and required moving across the room to select a proper speed.
3.5 Although it was difficult to operate under these physical difficulties, this teaching approach has proved to be more satisfactory than previous instructional attempts. It is the firm belief that a multi-channel dictation lab would provide the answer for instructional improvement.
EXHIBIT B

Santa Barbara City College

COURSE OF STUDY OUTLINE

BUSINESS 28-29-30  Shorthand Speed Building Lab

A. Nature of the Course

Offered Fall and Spring semesters. Class meets 3 hours per week for 2 units of credit (1 lecture, 2 lab). Prerequisites: Bus. 26 or one year high school shorthand with ability to take dictation at 60 words a minute. Bus. 29 and 30 are for those having taken previous course. The course is designed to assist the advanced shorthand student in improving speed through the use of dictation and transcription lab.

B. Aims and Objectives

The course is designed to fill the gap between high school shorthand and intermediate college shorthand. It is also designed for the student who wishes to maintain and improve shorthand speed until time of employment.

Prepares non-beginner who is not ready for intermediate. Also prepares non-beginner who is not ready for transcription. Also may be used by second-year student who has completed all regular shorthand courses to maintain and build speed.

C. Content and Organization

1. Pretest and shorthand placement - 1 week.
2. Shorthand theory review and dictation - 3 weeks.
3. Speed tests - 1 week.
4. Speed building and dictation - 3 weeks.
5. Speed tests - 1 week.
6. Speed building and dictation - 3 weeks.
7. Speed tests - 1 week.

D. Texts, References, and Supplementary Aids

1. Refresher Course in Gregg Shorthand Simplified, Strony, Garvey, and Newhouse, c1962. Basic text for those who have not achieved 80 words a minute.
2. Gregg Speed Building for Colleges, Simplified, Second edition, Gregg Blanchard, and Baldwin, c1958. Basic text for those who have achieved over 80 words a minute.
3. Supplementary Aids: Class will use shorthand tapes at various speeds of dictation from 60 to 140 words a minute. Tapes are both prepared by instructor and purchased.
E. Required Assignments

Students will be expected to do one outside assignment for each hour in class.

F. Basis of Student Evaluation

Shorthand dictation tests at progressive rates will measure the student's progress. These dictation tests will be given often throughout the course.

G. Provision for Special Needs of Students

Students will be in lab situation with dictation to meet each student's individual need. The entire course is designed to meet the special needs which cannot be met in a regular beginning, intermediate, or advanced shorthand class.

H. Contribution to General Education

Directly, none. Course is vocational in nature.
EXHIBIT C

Santa Barbara City College

COURSE OF STUDY OUTLINE

1965-66

BUSINESS 34 Business English

A. Nature of the Course

1. Grade level - freshman
2. Hours per week - three hours lecture, meeting M-W-F.
3. Semester - Fall semester in 1965-66 school year; eventually both
   Fall and Spring semesters.
4. Prerequisites - Eligibility for English 7.

B. Aims and Objectives

1. General
   Improvement of spelling and enlargement of vocabulary.
   Improvement of written expression.

2. Skills and Abilities
   To provide a thorough review of the fundamentals of English
   grammar.
   To give practice in expressing one's thoughts clearly, con-
   cisely, and exactly.
   To prepare the students to go on to Business Correspondence.
   To provide prerequisite for English 1 and Business Correspon-
   dence.

3. Attitudes and Appreciations
   Punctuality
   Neatness
   Self-expression

C. Content and Organization

1. Introduction, review, and pretest
2. Nouns, Pronouns and Possessives
3. Adjectives
4. Verbs
5. Testing and review
6. Infinitives, Participles, and Gerunds
7. Adverbs, Prepositions, and Conjunctions
8. Writing Sentences and Choosing the Right Word
9. Punctuation
10. Using Capitals, Writing Numbers, Review

Weeks
1
3
1
2
1
1
2
2
1
D. Texts and References


Supplementary:

E. and F. Required Assignments and Basis of Student Evaluation

Work assigned for each class meeting from basic text (College English for Business).
Frequent quizzes on each unit.
A pre-test, post-test, and final examination

G. Provisions for Special Needs of Students

Fulfills prerequisite for the student who is not eligible for Business Correspondence. Stresses the grammar pertinent for the business student.

H. Contribution to General Education

Improvement of spelling and enlargement of vocabulary.
Improvement of written expression.
Improvement of fundamentals of English grammar.