Items for Institutional Study and Action
1972-73

Annually, the administrative staff of the Santa Barbara Community College District sets goals in the form of "Items for Institutional Study and Action." These items serve as an aid to institutional management and development. They serve, also, as a device for measuring administrative production and for increasing the accountability of the administrative staff.

Items for study and action for 1972-73 are listed according to the basic administrative structure of the College. The first main heading is "General." Others are related to areas of responsibility assigned to each administrative dean.

I. GENERAL

A. Communication

1. Provide information to the citizens' group established to support Proposition 1, the California Community College Construction Bond Issue.

2. Increase dissemination of information to the Community regarding the activities, events, services, and needs of the District.

3. Review internal District communication procedures and revise as necessary.

B. Facilities

1. Develop project planning guides for:
   Drama and Music Facility Equipment
   Revised Vocational Technology Building
   Revised Library Remodel
   Administration Building Modifications
   Campus Center Addition

2. Develop program for Marine Technology Lab off campus.
I. GENERAL - continued

3. Develop preliminary plan packages for:
   Drama and Music Facility Equipment
   Revised Vocational Technology Building
   Library Remodel
   Administration Building Modifications
   Campus Center Addition


5. Develop working drawings for Drama and Music Facility.

6. Let construction contracts for Humanities Building and turn over to Business Services.

7. Update facilities inventory.

8. Evaluate existing facilities.


10. Develop a master facilities plan for ultimate utilization of the existing City College Campus.
    a. Identify academic needs and site capacity.
    b. Develop phasing plan to accomplish ultimate development.
    c. Special emphasis on development of Pershing Park, La Playa Field and P. E. support facility relationships/community use study.
    d. Parking and Transportation Study.

11. Develop a District master facilities plan concept for continued growth beyond the existing campus.
    a. Develop guidelines for off-campus educational unit locations.
    b. Develop phasing plan for off-campus development.
    c. Study of Continuing Education facilities.

12. Integrate District and City College master plans into the Ten-Year Construction Plan.


C. Finance

1. Support local and State efforts to bring about meaningful tax reform and to increase level of State support for the educational programs of the District.

2. Consider the possible need for a tax rate election in the District.
I. GENERAL - continued

D. Planning and Organization

1. Develop a plan and recommend procedures for a comprehensive study of goals, objectives, and college organization.

E. Resource Development

1. Develop grants data bank including:
   a. Available fund sources
   b. Application guidelines
   c. Prior applications files

2. Establish and develop communications with funding agency representatives.

3. Complete organization of Santa Barbara City College Foundation.
II. ADMISSIONS, GUIDANCE, AND RESEARCH

A. Admissions

1. Project facilities' needs for admissions and guidance and develop specific proposals for accommodating these functions in compliance with the Ten-Year Capital Improvement Plan.

2. Implement an optical scan procedure in the registration process for the Spring semester, 1973, on an experimental basis for one semester, after which an analysis of costs and benefits, including improved turn-around time for data processing will be made.

B. Guidance and Counseling

1. Develop a recommendation concerning the assignment of representatives from each of the instructional divisions and departments to academic advising functions to supplement on-going guidance services.

2. Develop a recommendation for specific entrance testing to be conducted for specified purposes for all entering students at Santa Barbara City College.

3. Develop a recommendation for the improvement and expansion of small group and personal counseling services to meet special student needs.

4. Develop a recommendation concerning the use of diagnostic tests on a referral basis for individual students articulating in sequential courses, or seeking assistance with academic achievement.

C. Health Services

1. Review the student health services program, including use of optional student health fees, with a particular emphasis on identifying ways to expand available on-campus services and improve referral of students to other health care as needed.

D. Research

1. Continue and expand research projects designed to evaluate the educational and support programs of the College, including such specific projects as:
   a. Transfer follow-up.
   b. Evaluation of E. O. P.
   c. Evaluation of N. Y. C. Summer Program.
   d. Follow-up of career planning profile students from 1971.
   e. Assessment of instructional experiment in archaeology.
   f. Follow-up of career development facility project.
   g. Follow-up of first semester performance of local high school graduates.
   h. Follow-up of C. P. P. students and potential drop-outs from Fall, 1972.

2. Review the most recent accreditation report and initiate studies and evaluation recommended by the report as appropriate.
III. BUSINESS SERVICES

A. Business Administration

1. Arrange for Board of Trustees Election.

2. Analyze payroll workload to determine appropriate staffing pattern.

3. Review payroll and accounting functions in a continuing effort to update procedures, eliminate duplication and re-distribute workloads, if appropriate.

4. Implement Community College Program Accounting System to an extent which will allow completion of the 1972-73 State financial report form in program format.

5. Develop system to provide for processing 90% of invoices within four weeks after receipt of the completed order.

6. Study and analyze printing and duplicating guidelines.

7. Update Capital Equipment Inventory System.

8. Update Warehouse Inventory System.

9. Develop an effective follow-up system for all purchase orders.

10. Improve the effectiveness of Purchasing Department by developing an understanding of "Lead Time" concept by Department Heads and Division Chairmen.

11. Minimize small, repetitive orders to increase purchasing power.

12. Develop a more effective key control system through policy statement and implementation.


15. Develop records control policy.


17. Conduct Social Security election for eligible certificated employees.

B. Data Processing

1. Install and evaluate optical screening system for improvement of through-put time in Data Processing.
III. BUSINESS SERVICES - continued

2. Complete conversion of existing computer programs/services to Burrough's configuration.

3. Develop personnel file for automation of data retrieval pertinent to Classified and Certificated personnel.

4. Study and analyze Facility Inventory System for possible local application.

5. Analyze additional requests for Data Processing applications.

C. Classified Personnel

1. Complete development of forms and procedures for improved classified employees evaluation system.

2. Develop and implement new employee orientation meeting.


4. Study and analyze Data Processing application to Classified Personnel Management System.

5. Continue program of reclassification studies of critical areas.


7. Analyze implementation of Affirmative Action Program.

8. Participate with other agencies in skill testing program.


D. Facilities and Operations

1. Bid and commence construction of Humanities Facility.

2. Develop schedule for regular cleaning of building exteriors.

3. Replace high voltage underground wiring - survey the need for a comprehensive and unified grounding system.

4. Develop system of cataloging all architectural, electrical, and mechanical items or systems that present major maintenance problems.

5. Modify existing heating and ventilating system to give better control of fresh air to ventilated areas.

6. Modify existing air conditioning system to prevent "freeze-up."

7. Organize and implement training program based upon skills and knowledges applicable to department needs.

8. Systematically overhaul all mechanical equipment.
IV. CONTINUING EDUCATION

A. Administration

1. Evaluate the work load of various supervisors in regard to programming and other responsibilities.

2. Evaluate the present organization and administration of the Division.

3. Evaluate the use of counselors and counseling services for the evening high school program.

4. Implement the Delineation of Functions legislation regarding the cooperation of all educational levels in regard to Continuing Education offerings.

5. Consider the possibility of moving more evening college classes to off-campus locations.

6. Develop a plan of in-service training for Continuing Education teachers.

7. Evaluate first year of the apprenticeship classes as a not-for-credit program.

8. Explore the possibility of having a crafts sales room for student items made in our program.

B. Curriculum

1. Evaluate the Mini-Skill Center program.

2. Evaluate the effectiveness of the Outreach Van and program.

3. Evaluate the classroom use of the video tape recorder-play system.

4. Study the possibility of having a summer Alhecama Players theater program.

5. Explore possible classes for educational TV.

C. Facilities

1. Develop a ten-year facilities plan for our downtown adult center.

2. Recommend a change in the secretarial and administrative office facilities at 914 Santa Barbara Street.

3. Study the Alhecama Theater facility with regard to recommendation for rehabilitation.

4. Consider leasing the Lobero Theater from the County of Santa Barbara for use of our entire City College theater program.

5. Obtain classroom space for our large sewing and tailoring program.
A. General

1. To implement and refine the new policy concerning the evaluation of Certificated employees.

2. To complete the study of the feasibility of changing the college calendar.

3. To finalize the general education program under the new Title V regulations and guidelines.

4. To incorporate an analysis of the instructional division make-up in the college-wide administrative organization study.

5. To continue the investigation of television possibilities for instruction, consortium, open circuit, cable, etc.

6. To investigate the possibilities of harbor utilization for marine related courses and programs.

7. To revise and refine the "Innovative Project" procedures between the Improvement of Instruction Committee and the Instruction Office.

8. To increase efforts to provide more curricular offerings in the evening segment of the summer session.

9. To review the last accreditation report and see what we need to do to meet their recommendations.

10. To develop a policy on control of and compensation for instructional materials developed in-house by faculty. This refers to TV tapes, audio tutorial materials, etc. - material that is very expensive to make, that the school spends much money helping develop (e.g. TV course) and that can be used independently of the instructor that developed them.

11. Development of off-campus sites for instruction of regular day credit classes in Goleta and Carpinteria. These would be centers located in a church, library, rented office space, trailer, etc., where an LRC type operation and small classroom would be set up and manned by a counselor-teacher and where tutoring in English 42, Math 1, Study Skills, etc. could take place, plus audio tutorial courses in psychology, anthropology, etc.

12. Development of the LRC, as distinct from the Tutorial Center, into a more campus-wide operation serving all instructional areas. Integration of the LRC with AV and the Library eventually when the Arts and Communications (Humanities) Building is a reality.
V. CURRICULUM AND INSTRUCTION - continued

B. Health Occupations

1. Continue to experiment with components of the modular concept in the A. D. N. program. (Consultation visit was held with H. E. W. in September re: possibilities of grant.)

2. Thoroughly evaluate Radiologic Technology program regarding:
   a. Faculty
   b. Number of Freshman students recommended by Santa Barbara radiologists (18)
   c. Course content
   d. Laboratory ratio: teacher/student

3. Prepare for movement into new Health Occupations facility with an attempt to:
   a. Provide office and teaching spaces for all Health Occupations staff.
   b. Coordinate use of classroom space with other City College classroom needs.
   c. Finalize equipment and capital outlay needs.

4. Complete L. V. N. program modifications:
   a. Completely revise vocational nursing curriculum according to theories of learning.
   b. Arrange for some use of evening hours in program.
   c. Continue discussions regarding shortening of the program.

5. Continue to attempt to achieve full accreditation for dental assisting program.

6. Continue to work on continuing education classes for health professionals. Pursue the possibility of an H. E. W. grant in this area which would include regional planning with Ventura and Hancock Colleges.

7. Update all health occupation brochures.

C. Vocational/Technical

1. Develop a "Career Education in Santa Barbara" booklet which depicts education K-14.

2. Develop selected individual occupational slide film sets.

3. Review and update lay advisory committees for vocational/technical programs.
V. CURRICULUM AND INSTRUCTION - continued

4. Investigate the desirability of offering the following new programs:
   a. Refrigeration and Air Conditioning
   b. Environmental Studies
   c. Veterinary Technician

5. Update local plan for Work Experience.

6. Develop long range plan to fulfill instructional facility needs of Vocational/Technical Education.

7. Develop and distribute Work Experience information to the business community.

8. Undergo a comprehensive evaluation of programs in trade-tech and business education.

9. Study the feasibility of expanding our Vesey Bill (high school students) offerings.

10. Continue to develop guidelines wherein greater articulation between high school and community college programs can be effected.
VI. STUDENT SERVICES AND ACTIVITIES

A. Student Services and Activities

1. Review existing support services in terms of service to students with characteristics identified by guidelines for the Extended Opportunity Programs and Services Project.


3. Review the status (full-time or part-time) of the Advisor, Student Activities.

4. Participate in study of insurance needs of students while they participate in college activities.

5. Develop means for effective and regular communication with all club and organization advisors.

6. Study student interests and needs for additional space in the Campus Center as instructional programs are moved to new facilities.

7. Study the financial relationship of the office of the Business Manager, Student Finance, and the Campus Bookstore.

8. Review equipment needs for Campus Bookstore.

9. Develop long range plan for housing the Campus Bookstore.

B. Placement and Financial Aids

1. Review policies and procedures for Student Loan program.

2. Review placement practices of College Work Study participants.

3. Review accounting procedures of the financial aids program.

4. Review the schedule of salaries for student workers on campus.

5. Develop manual of policies and procedures for student workers on campus.


7. Provide for printing the financial aid brochure and application forms in Spanish.

C. Human Relations Programs

1. Evaluate the recruitment and retention activities of the peer counseling program.

2. Develop a Human Relations Recruitment Packet.

3. Develop a College Awareness Program for Chicano and Spanish-speaking parents and high school seniors.