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 1973-74 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. Increase dissemination of information to the community about State and national issues which have impact on the District.

2. Plan and conduct meetings to inform those who helped with Measure "A" regarding progress on acquisition of the site and the Master Plan for facilities development.

B. Facilities

1. Provide data as required regarding master facilities planning for information of the District, the community, and State agencies.

2. Complete the District Master Facilities Plan including development of the Santa Barbara City College Mesa campus to ultimate utilization potential of 6,000 full-time day and 2,000 evening students.

3. Integrate District Master Facilities Plan into the Ten-Year Construction Plan.

4. Develop District guidelines for consulting architects, engineers, and specialists in facility fields.

5. Prepare submittals for Board of Governors, California Community Colleges, as appropriate.
   a. Develop preliminary plan packages for:
      1) Site acquisition of proposed west campus,
      2) Initial site development of proposed west campus,
      3) Revised Drama/Music facility,
      4) Vocational/Technology building and equipment.
I. GENERAL - continued

b. Develop Ten-Year Construction Plan for 1975-76.
c. Develop Project Planning Guides as required.
d. Request Public Works Board release of funds during current fiscal year for:
   1) Drama/Music facility working drawings.
   2) Vocational/Technology building construction.
   3) Site acquisition of proposed west campus.
   4) Initial site development of proposed west campus working drawings and construction.
e. Begin working drawings for:
   1) Drama/Music facility.
   2) Vocational/Technology building.
   3) Initial site development of proposed west campus.
f. Update Facilities Inventory.
g. Evaluate existing facilities.

6. Study organization of existing construction process for possible re-organization.

C. Finance

1. Evaluate and recommend a District position on Proposition 1.

2. Continue to participate in State-level discussions to clarify and improve financial support structure with special reference to elimination of the concept of "defined adult."

D. Planning and Organization

1. Plan and conduct follow-up of recommendations of Goals, Objectives, and Organization Study including implementation of recommendations on which consensus is achieved.

2. Develop procedures for annual review and up-date of Educational Master Plan.

E. Resource Development

1. Select and recommend appointment of administrative assistant and initiate a comprehensive program of resource development.

2. Establish and develop contacts with representatives of State and Federal agencies and private foundations which are sources of educational grants.
A. Business Administration

1. Review payroll and accounting functions in a continuing effort to update procedures, minimize duplication and redistribute workload.

2. Develop and maintain effective purchase order follow-up procedures to guarantee timely receipt of merchandise and payment of invoices.

3. Process 90% of invoices within 4 weeks of receipt of complete order.


5. Develop for consideration a list of all possible applications of data processing to accounting and payroll functions.

6. Prepare report to show utilization of new personnel.

7. Completely review financial internal control procedures including Associated Student Body and Bookstore.

8. Review functions and procedures of the printing and duplicating department, mail room, and switchboard.

9. Complete computerization of fixed asset inventory.

10. Implement, update, and evaluate records control system.

11. Review risk management system.

12. Re-study administration of Personnel Benefits Program.

13. Work on resource allocation system.


15. Consummate purchase of new site.


B. Data Processing


2. Improve and monitor registration procedures.

3. Complete conversion of student file.

4. Develop and maintain staff personnel file.

5. Analyze and suggest new applications for data processing.

6. Commence planning for move of Data Processing to Humanities building.
II. BUSINESS SERVICES - continued

C. Classified Personnel

1. Develop and maintain active recruitment program, incorporating Affirmative Action policies and program.

2. Maintain joint skills testing program with other public agencies.

3. Provide assistance to supervisors for effective interview and selection procedures.

4. Update rules and regulations in conformance with changes in legislation and local needs.

5. Publish periodic personnel newsletter.

6. Assist in development of in-service training programs.

7. Conduct salary survey in compliance with negotiations.

8. Assist in the conduct of major reclassification study for clerical/secretarial series.

9. Complete input for computerization of personnel files.

D. Facilities and Operations

1. Conduct equipment inventory for establishment of maintenance cost control system.

2. Construct connecting walkway between parking lot 2A and 2B.

3. Formulate long-range plan for eliminating campus safety and health hazards.

4. Replace sidewalk in front of Administration building.

5. Complete "turn-around" at campus entrance.

6. Alter domestic water supply in "E" building.

7. Initiate health and safety educational program.

III. CONTINUING EDUCATION

A. Administration

1. Set up and evaluate an Area Adult Continuing Education Coordinating Council required by SB 94.

2. Develop a plan of in-service training for Continuing Education teachers.
III. CONTINUING EDUCATION - continued

3. Explore the possibility of having a crafts salesroom for student items made in our program.

4. Investigate the possibility of permitting high school seniors to participate in our Continuing Education program.

5. Develop a questionnaire aimed at the older adults in our program to help us determine their educational needs. This could be done in cooperation with the Santa Barbara Community Senior Planning Project.

6. Study the results and implications of a study being conducted in the Eastside area regarding the Mexican-American adults and the Continuing Education program.

7. Attempt to involve more educationally disadvantaged adults in our adult basic education program.

8. Attempt to get information on the Santa Barbara City College Continuing Education program to more professional journals.

B. Curriculum

1. Evaluate the Skill Center program.

2. Explore possible classes for educational TV.

3. Explore the possible expansion of the Evening College program to include Friday evening and Saturday morning classes.

4. Consider expanding credit offerings in the Evening High School satellite at County jail.

5. Consider ways in which we can co-sponsor community events with the University of California Extension Division.

C. Facilities

1. Complete a master plan of facilities for our non-credit adult program.

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

3. Explore the possible use of the City College campus facilities for our Skill Center office and business classes.

4. Explore the possibility of having a Home and Family Living Center established on a District-owned lot at the corner of Olive and E. Canon Perdido Streets.
IV. CURRICULUM AND INSTRUCTION

A. General

1. Develop mini-courses (½ to 3 units, non-credit or non-transferable credit, offered during day, continuous enrollment throughout semester or enrollment at any of several specified times, taught through the LRC using programmed instruction, audio-visual, multi-media, etc.)

2. Continue work on development of interdisciplinary courses in general education.

3. Study effectiveness of use of the instructional aides.

4. Examine (possibly through Curriculum Committee) the existing practice of using entrance tests in mathematics courses.

5. Study problems involved in offering credit courses via television—finances, course structure, teacher load, etc.


7. Continue work in developing a policy for 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.

8. Consider expanding Evening College program to include Friday evening and Saturday morning classes.

9. Re-organize freshman English program (English 1 and 2).

10. Continue experimentation with use of control carrels in the Life Science Division, with the idea that they can ultimately replace traditional Biology I Laboratory instruction.

B. Health Occupations

1. Decrease attrition rate percentage in each of the programs by at least 5%. (The most common reasons for attrition are poor selection procedures and/or poor teaching methods.)

2. Fill class quotas and "over-accept" to allow for attrition.

3. Improve recruitment efforts, especially in the Medical and Dental Assisting programs.

4. Increase efforts to improve relationships with our clinical agencies.

5. Do an extensive feasibility study regarding changing the V. N. Program from 18 months to 12 months and to explore the feasibility of shortening the R. T. Program.
6. Increase alertness to slow achievers and/or students with learning problems.

7. Experiment with a versatility and variety of teaching methods (lecture variation, seminars, discussions, programmed instruction, etc.).

8. Utilize one another's expertise intra-departmentally.

C. Occupational Education (Trade and Technical)

1. Review community need for the following programs:
   a. Interior design
   b. Drafting
   c. Food programs for special high school students (Veysey Bill)

2. Follow-up on CCCOPES recommendations.

3. Review long-range facility needs for:
   a. Marine Technology program
   b. Child Care Center

4. Provide County wide in-service HRM summer program for high school home economics and foods instructors (professional).

5. Follow up study on interim Work Experience student record system.

6. Review ways in which instructional staff can better use the "Career Education" services on campus.

7. Work toward offering a more comprehensive summer session offering in Trade/Technical courses, especially in HRM (regular program) and Welding.

8. Work toward lowering of attrition rates in selected Trade/Technical programs.

9. Work toward initiating more assistance scholarships for needy Trade/Technical students.

10. Devise a system whereby more disadvantaged students can be channeled into and be served in occupational programs.

11. Set up a specific timetable for a remodeling program for the Automotive Services program.

12. To explore the need for offering more correctional courses to further develop the program in Corrections, under the Administration of Justice Department.
D. Occupational Education (Business Education)

1. Develop four (4) mini-courses in specific skill areas, i.e. filing, duplicating, exec/mag card, and Civil Service examination preparation.

2. Review community need for a merchandising program.

3. Study the need for numerical and course description changes in Business Education.

4. Update all course outlines in Business support courses in the Medical Assisting and Dental Assisting programs.

5. Review feasibility of providing instructional stations for special high school students (Veysey Bill) in Business Administration and Accounting classes.

6. Establish specific timetable for providing for Business Education classroom needs.

7. Develop updated individual slide film presentation depicting Business Education offerings at SBCC.

V. STUDENT SERVICES

A. Admissions and Records

1. Study facility needs for admissions and guidance and develop specific proposals for accommodating these functions in compliance with the Ten Year Capital Improvement Plan.

2. Determine what can be done now to better utilize existing facilities and personnel and to determine what services may be eliminated without serious consequences.

3. Analyze optical scan procedures in the admission, registration, and grading processes in order to determine the savings in cost and time compared with the hand key punch operation.

4. Cooperate with the Director of Data Processing to initiate a study on the cost and general feasibility of the use of computer terminals in an on-line system during registration and program changes.

B. Counseling and Guidance

1. Provide for an evaluation of counseling services at SBCC.

2. Review and evaluate use of counselor time to examine aspects of teaching involvement, committee functions, off-campus contacts and activities, etc., and relate such examination to counselor availability to students.
C. **Campus Bookstore**

1. Review and study all possible physical changes that could be made in
   the current store with the end result of better service to students
   during rush or peak periods.

2. Review current services offered by the Bookstore, as an educational
   tool, and expand upon the ever changing needs of the College com-
   munity. Determine if incorporation of various charge accounts is
   feasible. Explore need for duplicating service.

3. Provide for weekly staff meetings.

4. Review staff job specifications, and explore possibility of utiliza-
   tion of current staff in a broader manner to avoid personnel increase
   while providing for growth in sales and for expanded services in the
   Bookstore.

5. Gather needed material for reference in regards to the College com-
   munity need if and when a new facility is made possible.

6. Study the feasibility of expanded Bookstore hours—for Evening Col-
   lege students.

D. **Placement and Financial Aids**

1. Develop and promote a Spring Career Day.

2. Promote greater interest in on-campus job recruitment by business
   and industry.

3. Study the feasibility of combining the Placement Office and the
   Career Education Center functions to provide for an integrated
   Career Development Center.

4. Develop procedures to provide for matching off-campus College
   Work-Study jobs with individual student academic and vocational
   interest.

5. Provide for an on-going reporting system to show continuous eligi-
   bility of financial aid recipients.

6. Develop a calendar of annual operations for the Financial Aid Office.

7. Develop a manual of policies and procedures for all financial aid
   programs.

E. **Student Activities**

1. Examine alternative forms of student government and student govern-
   ance to determine effective solutions to present needs and concerns.
V. STUDENT SERVICES - continued

2. Examine the role of the Business Manager, Student Finance, in relationship to the Student Activities Office.

3. Survey the functions of the Office of Student Finance and revise as necessary for optimal service.

4. Survey the activities of the Office of Student Services and Activities and revise as necessary.

5. Review the Standards of Conduct for Members of the College Community with Guidelines for Due Process with a view toward possible revision.

6. Review the program of women's athletics as sponsored through the co-curricular budget and make recommendations for 1974-75.

F. EOPS and Human Relations Program

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

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

3. Develop cumulative data report forms for all EOPS students.

4. Develop forms for identification of prospective EOPS students.

G. Affirmative Action

1. Develop a complete plan of procedures to implement the District policy on affirmative action.

2. Obtain current data required by law for all District employees for analysis in preparation for establishing goals and time-tables for affirmative action employment.