SANTA BARBARA COMMUNITY COLLEGE DISTRICT
Items for Institutional Study and Action
1977-78
Progress Report
AUGUST, 1978

Following is the final report of progress on Items for Institutional Study and Action for 1977-78. Items are listed according to the basic management structure of the College.

I. GENERAL

A. Affirmative Action and Personnel

1. Develop District Affirmative Action Goals and Timetables
   Accomplished: On June 8, 1978 the Board of Trustees approved the District's Affirmative Action Goals and Timetables. The Goals and Timetables contained the required Workforce/Utilization Analysis which followed the guidelines provided by the Chancellor's Office. The Goals and Timetables were submitted to the Chancellor's Office for review and approval.

2. Coordinate Implementation of 504 Handicapped Regulations
   Accomplished: Self-Evaluation Study Project completed with report submitted to the Superintendent/President.


4. Develop District Safety and Accident Program
   Accomplished: A written plan has been approved and has been implemented on campus.

5. Implement a Formal New Employee Orientation Program
   Accomplished: A Classified Employee Orientation Program has been developed and all new classified employees are participating in a structured orientation program.

   Still in progress.

7. Revise Performance Evaluation Form (Classified)
   Accomplished: Revision accomplished with input from Classified and Certificated supervisors. An interim form is in use and has been well received by all supervisors.

8. Classified Personnel Rules and Regulations
   Accomplished: Separate Rules and Regulations adopted by the Board of Trustees for CSEA Unit members, effective January 27, 1978.

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9. **Update and Revise Disciplinary Procedure (Classified)**

   Accomplished: A revised Disciplinary Procedure was adopted by the Board of Trustees on January 12, 1978.

10. **Study Possible Use of Data Processing For Personnel Recordkeeping (Classified and Certificated)**

    Accomplished: Monthly reports are supplied by Data Processing detailing due classified performance evaluations, annual salary increments, longevity increments and District turnover. In this first year of operation, several minor "bugs" have been identified and corrected.

    Study still in progress regarding Data Processing handling of certificated evaluations.

11. **Develop Supervisory Training (Classified)**

    Accomplished: A total of 20 classified and certificated supervisors of classified employees have been through a two-hour orientation session which has covered the following: CSEA Contract, disciplinary action, recruitment policies, Affirmative Action Program, job injuries/accidents, Performance Evaluations, and Employee Assistance Program. Several supervisors have expressed interest in attending other sessions.

12. **Study Job Classification and Proper Utilization of Tutors, Readers, and Instructional Aides (Classified)**

    No further activity from previous report due to uncertainty of budgetary situation (Prop. 13).

13. **Review of Exit Interview Form (Classified)**

    Accomplished: Reviewed and revised form. New form now in use requires the employee to provide reasons for termination; evaluation of working conditions, training, and supervision; and employee signs the form.

14. **Provide Upgraded Employment Interview Training (Classified and Certificated)**

    Accomplished: District "Orientation for Interview Committees" booklet for classified positions has been revised and printed. Each interview committee is provided with a one-half hour orientation prior to interviews on proper interview techniques and equal opportunity considerations.

    A similar booklet is in the process of being prepared for interview committees for certificated positions.

**B. Communications**

1. **Increase dissemination of information to the community about state and national issues which impact the District**

    Press releases and statements of the Superintendent/President have emphasized the danger in the trends toward centralization and bureaucratization. Efforts were made to inform the community of the impact upon the district of the Jarvis-Gann initiative both before and after June 6.
2. Disseminate information describing the benefits of enrollment and attendance and seek additional enrollment through new delivery modes such as "Twilight College".

Special press releases and advertisements were prepared and used prior to both Fall and Spring registration. The "Twilight College" was inaugurated in the Fall and expanded for the Spring semester. A special description of the day credit program was prepared for dissemination in the local press in July. The class schedule was revised so that the press copy could be used for scheduling purposes.

3. Increase communication within the college through such measures as reactivation of meetings between faculty groups, Dean of Instruction, and Superintendent/President.

The meetings referred to were re-activated. The Cluster Leaders' Council, also, improved communication within the college. The faculty, departments and clusters and all divisions of the college were positive and constructive in dealing with the crisis imposed by Proposition 13.

C. Research and Grants

1. Implement NCHEMS Costing and Data Management System with an accurate and current base of institutional data and work with potential users to fit the system to their needs.

The NCHEMS Costing and Data Management System has been updated with Spring 1978 data. We now have a full academic year data base to work with. Copies of the Organizational Budget report from this program have been distributed to key administrators.

2. Work with Joint Powers Data Processing Study Committee to formulate recommendations to meet future data processing needs.

The Joint Powers Data Processing Study Committee has essentially completed its work. Members of the committee from SBCC were unanimous in the feeling that the College could best be served in the future by an independent Data Processing Center and that the Joint Powers Agreement with the City Schools should be severed. The study revealed that today's state-of-the-art would provide a computer that would meet our needs for the next 5-7 years at a moderate cost.

3. Design and conduct a comprehensive analysis of enrollment attrition.

The attrition study has been completed and a report has been distributed.

4. Develop and implement an institutional policy on grants.

A policy was developed and approved by the Board of Trustees on November 10, 1977.

5. Develop a file of references on potential private sources of grant funds.

A file has been started on private foundations. This will be augmented and maintained in the future as needs arise.

6. Arrange for professional staffing of THE FUND FOR SANTA BARBARA CITY COLLEGE and lay the groundwork for both short-term and long-range fund raising.

A consultant has been employed. A plan and program have been developed and implemented. Permanent staff has been employed and is implementing the plan and program.
II. BUSINESS SERVICES

A. General Administration

1. Develop, analyze, evaluate, and generate staff awareness of the concept of Zero Base Budgeting as applicable to the District.

Several copies of a basic manual on Zero Base budgeting have been purchased and distributed to key management personnel for study and distribution within their departments. It is anticipated that there will be additional follow-up literature and discussions regarding the matter, especially in light of the Jarvis-Gann Initiative.

2. Develop Business Services Procedures Manual for staff use.

The press of time has not allowed any progress on the development of the Business Services Procedures Manual. The office is still collecting all of those policies in existence so that they may be reviewed and modified before inclusion in the manual.

3. Study feasibility of campus-wide microfilming services to minimize required permanent storage.

The press of time and functions has not allowed the study of the feasibility of campus-wide microfilming.

4. Develop plan and recommendations for Administrative Secretarial Services.

The effort to analyze the possibility of consolidation of administrative secretarial services is in progress. It appears that it is feasible without major alterations to house all of the educational and business secretarial services in one physical location. To do so, however, would necessitate the elimination of one classroom in the proposed remodeling program of the Administration Building.

5. Prepare recommendations for solving Business Services "air problem."

The air problem in the Business Services area and the Admissions and Records area was isolated and identified as emanating from the Auto Shop exhaust fumes. The Board authorized corrective work and the project has been completed.


With the retirement of Charlotte Spafford, Mr. Tobin has been assigned the responsibilities for the risk management program. The staff is in the process now of reviewing and analyzing the insurance program. Because of the nature of the college and the nature of the insurance market, this is a continuing process.


The Personnel Benefits Committee met for several months and analyzed the various alternatives available to the administration and the staff. No changes were recommended for 1978-79.

Initial proposals have been submitted by eight vendors. The initial proposal is designed to assist the committee in the first step of configuration by deciding whether the recommendations should go to the Board for independent data processing for each of the two districts or continuation of the joint-powers group. A recommendation will be prepared for a Board of Trustees meeting early in the Fall.


The annual certificated salary analysis study was completed in December and the results indicated that the instructors' salary is approximately one percent below the 67th percentile.


There is a need to revise the agreement between the City and the District for joint use of facility. An analysis is currently being conducted to determine the effect and/or consequences of such revision. It is anticipated that the new agreement will be drawn for signature during early Fall.

B. Accounting and Payroll

1. Develop methods to improve budget control of hourly teachers' salaries.

A data processing program has been developed to produce a monthly cumulative hourly salary printout by account number. It shows actual hours and dollars expended during the current month as well as semester to date. It also predicts expenditures of hours and dollars for the entire semester.

2. Study concept and feasibility of payroll encumbrance.

The study of the concepts and feasibility of payroll encumbrances reveals that a detailed procedure for updating payroll encumbrances, as changes occur, would be time-consuming and relatively unproductive. Salary adjustments, personnel replacements, and any other changes affecting salaries, no matter how minor, would require an encumbrance adjustment. Instead, we will encumber budgeted salaries and reduce encumbrance each month by the amount of the payroll expense. An adjustment will be made if new positions are approved, or if existing positions are eliminated.

3. Make payroll and accounting procedures compatible with County requirements.

The new County payroll system is operational and our procedures have been revised as necessary.

4. Develop less time-consuming methods for internal "charge back" of expenditures.

A method has been developed to reduce the time-consuming methods for internal "charge back" but at this point are not yet implemented.

5. Analyze and evaluate effectiveness of the Appropriation Ledger as a control tool by department heads and make changes when necessary.

Cost Center Chairpersons were requested to comment as to the appropriation ledger's effectiveness. The only concern expressed was that reports are not always absolutely correct. Attempts to minimize this condition will continue.
6. Review all functions to update procedures, minimize duplication and redistribute workload.
   In January the Board approved a reorganization of the Business Services office. That recent reorganization study included a review of the present procedures.

7. Re-evaluate and change where necessary the methods and procedures for gathering and reporting expenditures and budget information.
   The effort has been to gather information more efficiently for year-end reports to the Chancellor's Office. As a result of communication with the Chancellor's staff, a new program is being prepared. It should be ready for use in September.

C. Data Processing

1. Adopt payroll system for compatibility with new County Superintendent's requirements with regard to Mag Tape.
   The new payroll system of the County is now operable, and the District staff and the County Superintendent's staff will be discussing the requirements to be necessary for us to submit mag tape rather than input documents to the County Superintendent.

2. Develop system to generate registration appointment date and print postcards to be mailed to continuing students.
   This system went into operation for the Spring of 1978 semester and will be evaluated as to its effectiveness.

3. Automate year-end reports for Accounting to State to include totals by CID.
   This has not yet been started.

4. Study feasibility of implementation of new personnel file system, including sick leave and vacation reports.
   This has not yet been started.

5. Develop and implement automated maintenance of periodicals for the Library, including the printing of the Periodical Index.
   A proposal has been submitted to the Library personnel, but at this point there has been no response for implementation.

6. Adopt City Schools' system of historical student file.
   This item will be held up until the various D. P. study decisions are made.

7. Work with various department heads to ascertain areas where Data Processing can be of assistance in accomplishing jobs.
   The Data Processing Department is currently working with the English and Counseling Departments to automate the Nelson-Denny tests.
D. Facility Development

1. Establish effective procedure and conduct workshop sessions for development of five-year plans.
   The scheduling of workshop sessions with the Instruction division, Student Services division have been held off pending the outcome of the budget.

2. Develop organized plan for implementation of the 1977-78 construction plan.
   The 1977-82 construction plan was submitted to the Board of Trustees and approved at its second meeting in January. The actual implementation of the construction program will depend upon funds being available for the projects for the 1978-79 year.

3. Work toward resolution of Continuing Education Master Plan and Architectural Program.
   The staff met with Dr. Bobgan and with the Advisory Council regarding the Continuing Education master plan and architectural program. The possibility of acquiring a school site in Goleta is being discussed.

4. Supervise 1977-78 construction program, including bidding of projects:
   Marine Technology, Physical Science addition, Warehouse/Greenhouse, relocation of temporary buildings, Pershing Park landscape, additional Graphics, Bookstore relocation, Campus Center addition.
   Several construction projects are in progress. The Marine Technology building should be completed in early September, 1978. The Physical Science addition is underway. Temporary buildings from La Playa Stadium were relocated and renovated. The Warehouse project was bid, but bids came in high and were rejected. The project will be re-bid in early Fall. The Pershing Park landscaping project is held up pending review by the City Parks Department. Campus Graphics have been received and installed. Working drawings have been approved for the Campus Center addition and the Administration Building remodel.

5. Submission of Preliminary Plan Packages and Revised Preliminary Plan Packages.
   The preliminary plan packages and the revised preliminary plan packages were submitted on time. They were included in the Governor's budget for 1978-79.

6. Update Facilities Inventory and Space Utilization Study.
   The staff is proceeding on the assumption that it will be possible to automate the facilities inventory and space utilization study. Mr. Miller will be working with the Instruction Office, the Admissions and Records Office, and Data Processing on the data base in an attempt to provide this additional aspect to our operation.

E. Facilities and Operations

1. Develop and Maintain Program of Employee Evaluation based upon performance.
   Work is continuing on employee evaluation based upon performance.
2. **Identify potential safety problems which custodians and groundsmen are to be aware of and prepare an on-going training program for their minimization.**

The identification of potential safety problems is on-going and preparations are being made for an on-going training program to minimize those safety problems.

3. **Identify potential campus safety problems for correction by District.**

The identification of campus safety problems is continuing; a regular program is underway. The College Safety Committee meets on a monthly basis to discuss and suggest courses of action.

4. **Analyze program for energy conservation and update as required to meet established goals.**

Analysis of the program for energy conservation has been completed and a rough draft of the document has been prepared.

5. **Identify security infractions and develop program for correction.**

This is a continuing area of concern. A weekly meeting is held involving the day security officers, Mr. Reynolds, Dr. Sorsabal, and Mr. Eyre. The purpose of these meetings is to identify those infractions and to discuss possible solutions.

6. **Expand preventive maintenance program to accommodate new construction.**

All motors, fans, heating and ventilating equipment, etc. are identified and provided a schedule of preventive maintenance. Those pieces of equipment installed in the new Performing Arts building are also now included within that program.

7. **Monitor needs for alterations and improvements.**

A program of identifying alterations and improvements is on-going and continuous. Action on alteration and improvement items follow a priority system so that health and safety items are of the highest priority, and items for esthetic improvements are the lowest priority.

8. **Review and update Civil Defense, Disaster, and Disturbance Policy.**

The Civil Defense, Disaster, and Disturbance Policy was updated as indicated. The only changes required this year were the changes in telephone numbers and names.

9. **Install and operate heating, ventilation, lighting and fire alarm monitoring system.**

The installation of the heating, ventilating, lighting and fire alarm monitoring system has not yet been completed; the Simplex people are still working on the system.
F. Switchboard and Mailroom

1. Re-study phone traffic for Admissions Office to determine feasibility of separate lines.

The study of the phone traffic for the Admissions Office resulted in the recommendation that separate lines be provided for Admissions. Mr. Ankeny will meet with telephone company representatives and prepare recommendations.

2. Train additional regular Business Services personnel as switchboard/mailroom relief.

Trained Business Office personnel are now available as switchboard/mailroom relief to ease problems when regular personnel are out.

G. Printing Production and Duplicating

1. Review and update Printing and Duplicating Guidelines.

The review and update of the Printing and Duplicating Guidelines has not yet been completed.

2. Analyze and evaluate staffing and workload.

Analysis and evaluation of the staffing and workloads in the Printing Production and Duplicating area are not completed.
III. CONTINUING EDUCATION

A. Administration/Curriculum

1. Evaluate the organizational pattern of the Division and the need for additional staff.

In the year 1971-72, the Division was earning 1186.50 units of ADA. During the school year (1976-77), it earned 2092.84 units of ADA. In addition, it increased from 19,876 different individuals served (1971-72) to 32,787 different individuals served (1976-77). Actual enrollments have more than doubled, from 32,774 (1971-72) to 66,892 (1976-77). The most recent addition to the staff was in 1971-72 when a half-time typist clerk was increased to full-time. Because of the growing demand for services, recommendations have been made to RARB and to the Superintendent/President for increasing the work assignments for several present classified staff members and to add one full-time clerk to the main office.

2. Plan and implement by Fall 1978 a fund-raising campaign for facilities.

A fund-raising campaign for facilities will need to be coordinated with the activities of THE FUND FOR SANTA BARBARA CITY COLLEGE committee, and the employment of an architect to plan and design new facilities.

3. Set up an annual calender for in-service teacher training and faculty meetings; evaluate the success of such sessions.

Instructors attending the annual Fall faculty meeting indicated that the most value was found in the sharing of ideas and concerns with other instructors, and recommended more opportunities for accomplishing this. An in-service teacher training workshop was held on the second Saturday during the Spring term, and a regular calendar of in-service teacher training has now been scheduled for the 1978-79 school year.

4. Set up a policy and a procedure for evaluation of hourly certificated personnel.

A policy and a procedure for evaluation of hourly certificated personnel has been instituted and is on file in the Dean's Office.

5. Evaluate the effectiveness and efficiency of the Alpha Training Center Program which was completely reorganized during the summer of 1977.

The reorganization of both the teaching staff and the institutional program at Alpha Training Center has proven to be very effective. The elimination of teacher aides and the use of only instructors has helped to solve some personnel problems. The reorganizing of the instructional program established more clear-cut teacher assignments, which had been rather vague prior to the change. These changes and the appointment of a new supervisor by the Santa Barbara Council for the Retarded have resulted in a highly effective and efficient operation.

6. Evaluate the services offered at Work Incorporated, Work Training Program and Alpha Training Center as to possible coordination.

The supervisor for Work, Inc., Work Training Program, and Alpha Training Center has been actively seeking methods for the possible coordination of the handicapped programs in the community. After meetings and conferences with the groups involved, the conclusion is that the concept requires a great deal more study; therefore, these efforts will be suspended for the time being, but may be resumed next year.

Various methods for expanding enrollments in the Evening High School program were evaluated and the following two were implemented: 1) newspaper advertising, in addition to the routine listings in the Adult Education Schedule, and 2) a "dropout" telephone study of 200 previously enrolled students, to survey their reasons for dropping, and to encourage them to return to the program. Neither method was very successful.

8. Design a student survey questionnaire to be administered in the winter or spring term.

A 12-question "student characteristic" survey form was developed and distributed beginning April 24, 1978 to all adult education classes except those in ESL, Basic Education, and Evening High School. Some 2500 to 3000 have been returned and the results are now being tallied by the data processing department.

9. Consider conducting a survey of student dropouts.

Included in the "student characteristic" survey were two questions related to this problem. The results will give us some information on the reasons for dropping a class.

10. Institute a yearly fashion show in conjunction with the annual arts and crafts fair.

In surveying the sewing and quilting classes, it has been determined that there is not sufficient interest on the part of the students to present a fashion show as part of the arts and crafts fair.

11. Complete a system for keeping track of the number of terms students are enrolled in crafts classes.

There has been completed a system for recording the number of terms students are enrolled in crafts classes. A data processing system is now in operation.

12. Evaluate the Adult Learning Center as to its effectiveness in serving the needs of adults, and make recommendations for the future.

The Adult Learning Center is at a temporary location in the heart of the target area. The facility houses three basic education classes, scheduled in the morning, afternoon, and evening. Attendance at each class is marginal, even after concentrated door-to-door recruiting, ads in Santa Barbara newspapers, and the distribution of flyers via children in five elementary schools throughout the city.

It is believed that another location is preferable for this program and consideration is being given to using available space at the Catholic Social Services building, which is presently used for four ESL classes. It is possible to move the valuable equipment that is at the present rented location to the Catholic Social Services building and enhance the learning environment for both ESL and Basic Education students.

13. Program a number of classes between 4 and 7 p.m. at the Adult Education Center to test the responsiveness of the community to offerings during those hours.

Three classes were programmed between 4 and 7 p.m. during the fall and winter terms at the Adult Education Center. The number of students enrolled indicates that the community is interested in classes held during these hours.
B. Facilities

1. Re-evaluate various possibilities for a location for the downtown Adult Education Center.

As soon as the Santa Barbara City Schools District completes its evaluation of elementary school sites and makes recommendations about closures, it will be possible to consider alternate locations for the downtown Adult Education Center.

2. Develop a facilities replacement master plan for the downtown Adult Education Center that will include phases of development.

A facilities replacement master plan for the downtown Adult Education Center will need to await the employment of an architect.

3. Evaluate the maximum occupancy possible for the adult education classes at San Marcos High School and recommend alternate sites for classes to be held.

The space available at San Marcos High School varies from term to term. Of the classrooms available during the past Fall term, regular classrooms could have been used 9% more and the specialized classrooms 68% more. Of the classrooms available during the Winter term, regular classrooms could have been used 26% more and the specialized classrooms 75% more. More space was available Winter term than Fall because classes were moved from San Marcos High School to other locations. A higher percentage of space was available during the Spring term.

4. Examine both owned and rented facilities for possible alterations to accommodate handicapped persons.

Arrangements have been completed and facilities at the Adult Education Center are now accessible to people in wheelchairs. There has been cooperation on alternations on rented facilities where permitted.

5. Evaluate the use of space in the non-instructional areas at the Adult Education Center, and recommend changes and/or alternatives if needed.

Non-instructional areas have been evaluated and stored materials have been relocated from overcrowded locations to Room 5, which was vacated by the Plans and Planting Office. Additionally, files and cabinets have been moved from the main office to Room 5.

6. Evaluate the Adult Education Center facilities with respect to greater possible utilization at all hours of the day.

This evaluation will be made when the results of the student questionnaire become available.

7. Locate community facilities where child care can be provided by some responsible group at the site.

An effort to find new facilities where child care might be offered by some responsible group was made. Schools and churches are best, especially when the accompanying class is one that has been suggested by the staff of the school or church.
IV. CURRICULUM AND INSTRUCTION

A. General

1. Planning

   a. Develop an all-inclusive educational plan for the College

      Developments to date include:
      1) New Course Proposal Form
      2) Academic Master Plan File
      3) A preliminary model has been developed for the evaluation of existing curriculum on campus

   b. Refine procedures and practice for preparing written goals and objectives for the various academic departments

      Procedures have not been finalized, however, the plan is to ask instructional departments to provide the following:
      1) Update goals and objectives by department
      2) Prepare statements that would indicate departmental direction for 1978-79, note future course/program proposals, departmental enrollment trends and plans for department self-study, if any.

   c. Work with Research Office to implement NCHEMS Studies for cost center financial analysis

      The Instruction Office is working closely with Burt Miller regarding the data printouts (NCHEMS). These data include the attrition information relative to the review of existing degree programs.

2. Development

   a. Review in-service procedures and develop approaches directly related to the improvement of instruction

      A proposal that would allocate a fixed dollar amount to Clusters for in-service activities during 1978-79 has been developed. At this date, it would appear unlikely that funding will be available.

   b. Arrange for a study of professional growth policies and programs of the District including sabbatical leaves and coordinate development of recommendations for a comprehensive professional growth plan.

      A professional development plan has been formulated and preliminary discussions have been held with the chairpersons of the applicable Senate and College Committees on this subject. The concept will again be introduced in the Fall.

   c. Search for new procedures for evaluating instruction

      Nothing finalized ... an on-going process.

3. Operations

   a. Increase the efficiency and effectiveness of the scheduling process

      The scheduling process has been greatly maximized through the use of the following procedures:

      1) A greater integration of the day and evening college credit programs
      2) Controlled allocation of TLU's to the various departments
3. Operations - continued:
   a. continued:
      3) Improved analysis of class sizes and enrollment trends which then auger towards the assignment of more realistic numbers of class sections.
      4) Increased use of data stored in the computer is another stride towards greater efficiency.
      5) A revised Schedule of Classes format and distribution mode will be implemented for Fall, 1978.

   b. Work with Department Chairpersons and Assistant Superintendent, Business Services, to refine capital budgeting and replacement of equipment procedures. Position paper and policy accepted by RARB and forward to Board of Trustees, May 1978.

   c. Review with Department Chairpersons and Business Office budgeting procedures for supplies. Progress on this item is continuing. It should be expanded to result in total cost center budget control. Procedure completed. Implementation to begin Fall 1978.

B. Evening College and Instruction Via Television

1. Expand the offerings of the Evening College and increase attendance. Progress is continuing. Consideration of Saturday classes and further offerings in Fall 1978 cancelled because of reduction in program.

2. Work with the community to ascertain educational needs and programs and to promote Evening College programs. Efforts on this item have been curtailed because of other priorities. Met with John Bowman and Real Estate Advisory Committee to go over long range plans for Real Estate and Escrow program. Gave presentation to Carpinteria Rotary Club and will continue to give talks to local community service clubs.

3. Expand television as an educational resource
   a. Five TV courses were offered during Spring, 1978. Problems related to stocking books in the bookstore have been resolved. Requirements for credit have been tightened up.
   b. Fall 1978 was scheduled to offer four courses, down 20% from Spring 1978. However, television courses are not included in the 1978-79 budget.
   c. Have obtained film from consortium and will use for informing the college about the TV Consortium. Used at staff development meeting and received favorable comments. Will take to the community next year. Also selected to TV Consortium Curriculum Committee and asked to be on Board of Directors. This increased consortium activity should add additional experience which can be used to strengthen the program locally when offerings are reinstated.
   d. Current ADA report includes budget for TV which assures the district full funding on ADA apportionment which creates a savings over the 1976-77 year of $22,000. At this writing no decision has been made (Jarvis initiative) to fund 1978-79.
C. Health Occupations

1. Review and revise Dental Assisting curriculum. Respond to recommendations of accreditation visitors. Improve program where feasible in areas of staffing, equipment, and supplies.

The Dental Assisting program has been reviewed and revised. Curriculum revisions were approved by the Curriculum Committee in Spring, 1978. Revisions will not result in increased teacher costs. During this interim, an accreditation visit was made by the American Dental Association wherein "full approval" was changed to "provisional approval". While many curricular changes have resulted from the ADA's recommendations, the primary criticisms of the ADA are fiscal in nature - need for increased staff, increased and/or improved supplies and equipment. The latter have been requested for several years; and even though the College has improved this situation, there is still a long way to go in order to meet recommendations from the American Dental Association.

The following items should be noted:

a. One thousand dollars was allotted to this program by excess V.E.A. funds in order to replace old equipment.

b. The new established SBCC Foundation is preparing a "blurb" on needs of the Dental Assisting program. Mr. Wake plans to submit these needs to local dentists.

c. Mrs. Barroca is currently completing her Bachelor's degree in Vocational Education at California State, Long Beach.

2. Review revised Radiologic Technology program. Prepare a progress evaluation report prior to Christmas holidays.

The revised X-ray Technology program is too new for a complete review and evaluation. An interim class, however, which completed in two years and six months (rather than the original three-year program) did better on the National Registry Examination for Radiologic Technologists than did any other class since the inception of the program. The full twenty-four month program is still too new for evaluation.

The following items should be noted:

a. Personnel problems appear to have lessened within the faculty group.

b. An added facility, Santa Barbara Medical Clinic, will be utilized for the R.T. students. Contracts are being drafted at present.

c. One of the R.T. students, Chuck Scudelari, won first prize at the State convention for presenting a clinical paper.

d. A request was made to H.E.W. to continue the grant allocation for the R.T. program. The request was approved.

e. Continued mandates by state and national agencies are of concern in that they impose the spending of more money, particularly in the area of instructor coverage.

3. Evaluate performance of graduates in Health Occupations programs

a. Evaluation of graduates of Health Occupations programs has been done, for the most part, on an informal basis. As far as the ADN program is concerned, Janice Whiting plans to spend her entire sabbatical leave on an in-depth evaluation of our products.
3. continued:
   b. The Medical Assisting program has shortened from two years to one year. No formal evaluation of this change has been done. Because of low enrollment, at least two classes should be evaluated.
   c. Even though the Community Health Technician program was dropped from college offerings, the students who completed that program are being employed in a variety of settings.
   d. Jan Whiting's sabbatical leave will allow for an in-depth study of the graduates of the ADN program. While there is certain cumulative data about the students, reliable data is needed on the graduates. It should be noted that this year, for the first time, the new graduates have been in high demand at all local hospitals.
   e. At the end of the Spring semester, the revised one-year Medical Assisting program will have completed two classes. Therefore, a thorough evaluation of the program should be done in early fall.
   f. The department continues to hear positive things about the graduates of the now defunct Community Health Technician program. This program will be increasingly needed as the country moves toward a national health program.

4. Analyze the possible need for added Health Occupations programs to serve new student clientele

   During this period of health crises and questionable fiscal practices within the health field, it is impossible to predict what kinds of health programs will be needed in the future. An educated guess would include more community-type programs, i.e., preparing students to care for people in their homes, walk-in health centers, etc.

Since the March 1978 report, a new Health Education department has been established within the newly-named Health Education and Health Technologies Division. This new department has met twice, and several courses from a variety of clusters have been designated as courses appropriate to both the Health Education department and the Cluster major. Other classes are appropriate to only the Health Education department. With the impetus of consumer education, it is hoped that perhaps outside funding may be requested in order to implement a viable consumer health education component.

5. Use ADN capitation funds to purchase equipment for learning laboratory and to send staff to conferences on ADN education

   Capitation funds have been used to purchase supplies and equipment for the Learning Laboratory and to send ADN faculty to conferences and workshops related to ADN. In the latter instance, capitation funds have also been used to pay for substitute teachers when necessary.

6. Seek further improvements in process for selecting students for Health Occupations programs

   Each year improvements are sought for the selection process of students into Health Occupations programs. This year an "interim" plan was used. A subcommittee of the Board of Trustees has continued to work with faculty in arriving at a fair procedure.
7. **Improve recruitment efforts for Medical Assisting and Dental Assisting Programs**

Faculty in both Medical and Dental Assisting programs have increased their recruitment efforts, particularly at the local high schools. Although efforts have been made to increase enrollment with added recruitment impetus, there is still a paucity of applicants. (All other Health Occupations programs are filled as of this date for this fall.)

**D. Occupational and Career Education**

1. **Develop follow-up components for SAMS which will determine what non-continuing students (graduates or drop-outs) are doing.**

   Completed system. Result samples were not inclusive. Will modify system.

2. **Develop the Learning Resource Center with the assistance of the Applied Technology teaching staff, Director of Tutorial staff, and the Director of Audio Visual.**

   Limited progress has been made. Joint use (Instruction/Service) is planned for 1978-79.

3. **Find resources or write projects for the replacement of Machine Shop equipment that is being returned to CETA.**

   Have written "Tools for Schools" program. Scheduled to receive most equipment requests with the exception of lathes.

4. **Develop a graded/non-graded program in Auto Body and Fender Curriculum has been completed. Working with CETA staff to offer "off" campus program during 1978-79.**

5. **Develop "twilight" course in commercial fishing**

   Completed. Mr. Parks will administer during 1978-79.

6. **Review feasibility of offering a Tourism Program for 1978-79.**

   On schedule. Meeting with lay advisory committee.

7. **Develop horticulture facility on West Campus**

   Temporarily delayed due to holdup on warehouse project.

8. **Assist Metals Manufacturing Program in updating welding course offerings**

   Delayed for Fall 1978.

9. **Re-initiate a Bilingual Secretarial Training Project**

   Completed.

10. **Update slide film presentation in Occupational Education**

    Completed and ready for use.

11. **Update advisory committees and District Plan for Vocational Education to conform to new guidelines set forth in Public Law 90-30 and Public Law 94-482**

    Completed.
E. Support Services

1. Learning Center

a. Reorganize Math 1 for increased effectiveness of instruction, more efficient utilization of personnel, and increased retention of students.

Four hourly instructors are now employed in the Math 1 program, and the role of the classified tutors has been restructured. The threefold increase in required class attendance has been accomplished with a minimum of expense and has increased the effectiveness of the program. These efforts to improve the program will continue.

b. Develop an effective management information system for Math 1.

Efforts to improve the gathering and use of attendance and testing information in Math 1 have been made and are continuing. The Tutor II position has been revised so that a continuous process of attendance accounting now takes place. Procedures are being developed to enable valuable information about student progress to be made available to all tutors and instructors on a weekly basis. The search for more effective procedures will continue.

c. Develop special procedures for identification and instruction of educationally-handicapped students in Math 1, as defined in AB 77.

During the Spring 1978 semester, a large-scale testing program was instituted on an experimental basis in an attempt to identify those students who fall under the definition of "educationally handicapped" for the purposes of AB 77. These tests are being used to determine how we may best help these students in their efforts to learn basic mathematics. Experimental and control groups have been set up and the results of the study, available by August 1978, will permit design of more effective procedures for identifying and instructing these students.

d. Develop modules in mathematics for vocational-occupational-trades students to be used on an individualized instruction basis in the Learning Center or by instructors in class.

The Director of the Learning Center has applied for a sabbatical leave for the Fall 1978 semester to work on these materials. These materials will be available in the Learning Center by December 1978.

e. Continue to work with instructors for the development of individualized instruction courses or course segments taught through the Learning Center using Programmed Instruction, Audio-Tutorial, or other multi-media methods.

This is an ongoing process in the Learning Center. During the Fall 1977 semester, the following instructors and departments have been assisted by the Learning Center in the development of new individualized instruction projects and activities:

1) Bergin, Communication 5
2) Lane, videotaping of films
3) Schiferl, Computer Science 1 and 2
4) Matsui, Biology 1 videotaped lectures
5) Instructional materials for Chemistry, Physics, Sociology, Astronomy

This is all in addition to the regular activities of the Learning Center in providing services to instructors.
f. Continue to develop Learning Center facilities for individualized instruction designed for the physically handicapped
   The Learning Center has converted many records from disc to audio cassette so that they are more readily useful for home use by visually handicapped students. In addition, the Learning Center now provides a tape duplication service for handicapped students so that they may obtain copies of class lectures for review at home. This is especially useful for visually handicapped students who must rely on taped lectures for review and study.

g. Develop individualized instruction, multi-media modules in the history of science, history of technology, and history of mathematics designed to be used in the Learning Center to supplement existing courses in the sciences, mathematics, arts and humanities, and social sciences.
   These materials have not as yet been developed and will be produced during the 1978-79 college year.

2. Library
   a. Plan for new library facilities, and/or expansion of present facilities
      No progress to date. The project has been postponed for one year.
   b. To work closely with the Library Committee in a continuous evaluation of Library resources and service
      Not completed.
   c. To coordinate services with the Audio-Visual Department and the Learning Resources Center
      Not completed.

3. Media Services
   a. Assist department chairpersons, where appropriate, in assuming more of a leadership role in improving instruction through the use of media.
      A copy of a slide presentation has been obtained from West Valley Community College which pertains to staff development. This will be offered to department chairpersons with urging that it be used in their department in service meetings. A similar program is being prepared on a related subject.
   b. Explore the possibility of cataloging materials prepared by the department and other "non-print" materials that have collected in departmental closets to minimize duplication of effort and to increase use of these materials.
      The campus Library is having enough difficulty cataloging non-print materials, but progress is being made. The Media Center is not staffed for this task, but a cooperative venture with the Library and Learning Center might be arranged.
   c. Define more clearly the cost accountability of services provided to Evening College, Community Services, Adult and Continuing Education, and non-instruction cost centers.
      No progress has been made on this complex issue.
   d. Conduct in-service training sessions and/or workshops for faculty and certain classified staff for the purpose of upgrading their competence with equipment operation and materials production.
      A workshop was provided in the Fall. Another was provided in the Spring semester. Memos to faculty encourage invitations for assistance.
e. Encourage faculty to evaluate their use of instructional media and work toward more efficient and effective use of Instructional Media Services. A series of weekly memos has been initiated to assist in this area.

f. Communicate more frequently and effectively with faculty regarding the services available from our center. A series of memos has been a great aid toward accomplishing this purpose. Response has been gratifying.
V. STUDENT SERVICES

A. Seek funding for improvements in security of records stored in the Admissions and Records Office.

The renovation project for the Admissions Office was removed from the College's priority listing.

B. Provide for installation of adequate telephones and an information center for the Admissions and Counseling complex, especially during peak periods.

The Business Services Office is doing a study of the feasibility of separate telephone lines into the Admissions Office.

C. Assist students by developing a schedule with present personnel to have the Admissions Office open from 8:00 a.m. to 9:00 p.m. (Monday through Thursday) and from 8:00 a.m. to 4:30 p.m. (Friday).

This has been accomplished.

D. Microfilm past instructors' class records (1971-77) and develop means for cataloging and retrieval.

This has been accomplished.

E. Provide recommendations for Board policy on a new priority system for registration.

This has been accomplished.

F. Assist with in-class registration for the "Twilight College."

This has been accomplished. The office is registering other classes which start late in the semester in the classroom.

G. Clean and reorganize the Admissions Office to create work space and to provide for more effective retrieval of materials and records.

This has been accomplished, but continued re-organization will occur as situations change.

H. Plan for re-location and renovation of the Campus Bookstore.

Plans have been approved by the Board. Work will be completed in the Fall.

I. Experiment with and evaluate the assignment of counselors part-time to areas on campus frequented by students.

Done on a limited basis. Determined to be inappropriate for the present.

J. Develop and evaluate procedures for identifying under-achieving students and for providing such students with concentrated counseling services.

A committee of counselors is preparing recommendations on how to make this operational.
K. Study feasibility of a "drop-in" center to provide students with psychological counseling.

While the concept is desirable, fiscal realities preclude such a center at this time. Efforts are being made to expand personal counseling services within existing facilities.

L. Form committee to coordinate efforts of common interest of Career Education, Experiential Learning, and Job Placement.

Initial efforts were made during the Fall semester. Efforts will continue to coordinate these activities more effectively.

M. Study the need to serve part-time students who qualify for EOPS program.

Currently the State does not allow EOPS projects to serve part-time students with EOPS funds. However, for the 1978-79 annual EOPS application the State requested statistics on part-time students to begin assessing the need statewide. It was estimated at SBCC during Fall 1977 that there were 323 documented and 100 estimated additional EOPS eligible students enrolled in 6-8 units. This was a total of 423 part-time EOPS eligible students. A limited number may be served in 1978-79 as a result of additional State funding for the coming year.

N. Study the need to serve re-entry women who qualify for the EOPS program.

For the 1978-79 annual EOPS application, the Financial Aids Office documented that there were 722 full-time EOPS eligible students at SBCC. About 400 of these students were estimated to be returning women. Provisions were made in the proposed application to provide for EOPS services for these women with EOPS funds, under the full-funding budget. During Spring 1978 EOPS identified 83 re-entry women who were on financial aid at SBCC and who met the EOPS low income criteria. All of these women were invited to participate in the EOPS project. A total of 23 of these re-entry women participated during Spring 1978. This effort will continue and be expanded. Additional funds for 1978-79 will make it possible to serve more such students.

O. Update brochures and statements of procedures regarding financial aid.

In compliance with the Higher Education Amendments of 1976--Student Consumer Protection Rights, Iva Schatz, Administrative Aide, and William J. Cordoro, the Director, have compiled a brochure/pamphlet that they feel is of very high quality. Graphics and Design students have been used to assist in the layout and design and printing will soon be underway. Prior to writing Santa Barbara City College's brochure/pamphlet, similar items from colleges throughout the State were received and evaluated. SBCC's brochure/pamphlet will include student budgets, procedures, policies, etc. It is expected that about 2,500 copies will be distributed to local high schools and other community locations as well as SBCC itself. Continuous review and updating will take place as laws, policies, etc., change with a minimum of annually.

P. Provide for a minimum of one tour per month of industrial and business facilities.

This is being done.
Q. Present a basic Cardio-Pulmonary Resuscitation class on campus for staff and students.
   A basic class has been taught. Another six-hour class will be taught in May.

R. Study means to expand the Career Education Center facility by Summer, 1978.
   This study is currently in progress.

S. Study and recommend means for recruitment of students for Student Activities.
   This year the Assistant Dean and the Student Senate are meeting with prospective
   students to encourage participation in student government. Visitations are
   being made to high schools in the area.

T. Develop an Inter-Club Council to foster club promotion and support.
   The development of an Inter-Club Council has not met with much success. After
   two organizational meetings the attempt to organize was dropped through lack
   of club participation. It appeared that each club had its own needs and that
   club interaction was not desirable. A further attempt will be made in the
   Fall of 1978.