



Board of Trustees  
Educational Policies Committee  
Regular Meeting

*MINUTES*

Marsha Croninger (Chair)  
Marty Blum  
Luis Villegas

**Wednesday  
4:00 pm**

**June 29, 2011  
A218**

Others present: Andreea Serban, President; Allison Curtis, Dean; Keith McLellan, Dean; Ofelia Arellano, VP Continuing Education; Liz Auchincloss, President CSEA; Ellen O'Connor, Physical Education; Jack Friedlander, Exec. VP Educational Programs; Dean Nevins, President Academic Senate.

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**1. HEARING OF CITIZENS**

No citizens expressed a wish to address the Committee.

**2. Credit Class Schedule Development Process (Attachment 1)**

Dr. Friedlander presented an overview of the current process of developing the credit class schedule. He explained that the current process begins with the release of the Governor's proposed budget for community colleges which is used in determining the number of full-time equivalent students (FTES) that will be funded by the state. The Executive Vice President (Dr. Jack Friedlander) then meets with each dean to identify the number of class sections that will be offered. These meetings result in the establishment of the Teacher Load Unit (TLU) allocations which are distributed among the department chairs. The department chair works with their faculty to recommend which courses will be offered within the department TLU allocations. Each department may also recommend that the TLU limits be raised or lowered. Dr. Friedlander noted that the process is highly consultative and has worked very well.

Dr. Friedlander remarked that the college cannot always predict what classes students are going to place in during the enrollment period. This is a period of adjustment in which class sections are cancelled or added according to students' needs. Given that the college is experiencing a greater demand for courses, cuts to class sections, and a redistribution of courses, he felt it was vital to establish guidelines that we can offer deans and department chairs regarding what classes are essential. These guidelines must take into account the state's priorities: basic skills, degrees, transfers, and certificates.

Dr. Friedlander introduced Dean Keith McLellan who gave an overview of the tool the college is developing to aid in the process of developing the class schedule. The goal of the tool is to provide objective criteria which discern what courses the college needs to offer and what the best value is for the dollar. The tool consists of three approaches, the first of which evaluates the utility of the course in meeting one or more general education and major field requirements. The degree audit system is a tool that identifies the attributes for every active course and how it is applied (general education requirement, core course for a major, degree or certificate, controlled elective, purely elective). This tool will allow the college to place different weighted values on courses based on the college's priorities.

The second approach involving course fill rates shows how quickly a course fills. It can assess which classes fill and the date they did so, and the enrollment rate at the end of the add/drop period.

The third approach relates to student educational goals and degree completion rate. Students will be required at registration to update their educational goal and major. This will act as an indicator of what the demand is for certain courses. This has not yet been integrated with the two other approaches.

The three approaches will be integrated into one tool which will evaluate multiple data points that provide objective information gauging the actual value of courses and what courses the college needs to offer.

Dean Nevins expressed a concern that the criteria being used for developing the class schedule be faculty driven. He added that the data gathered from the various tools described by Mr.

McLellan which will assist with TLU allocation will eliminate a lot of problems. Trustee Croninger asked how the non-credit class schedule was developed. Dr. Arellano responded that the focus of the Continuing Education Division has been on developing criteria for converting classes from state supported to fee-based. Dr. Serban noted that the non-credit directors already have access to class fill data and information regarding which classes have been successful in previous terms.

### **3. Administrative Procedure 5055 Enrollment Priorities (Attachment 2)**

Dr. Friedlander introduced the topic of priority registration. He then turned the floor over to Keith McLellan, chair of the Matriculation Committee. The Matriculation Committee developed a presentation that was presented to the Academic Senate for consultation and for recommendations of changes in Board policy with regard to priority registration.

Mr. McLellan reviewed the priority registration's current process which is based on two criteria. The first criteria is Student Enrollment Status. Students are grouped into cohorts with priority given to DSPS, EOPS, veterans, continuing, new, new transfer and returning students. The second criteria is units completed; students with the highest number of units completed are given priority. Examples were given.

Mr. McLellan noted that there are two criteria being reviewed with regard to priority registration. The first is that higher priority is being considered for those students who invest more in their college career. This refers to students who go through assessment, orientation, advising, do an educational plan, etc. Related issues were examined. Priority registration is also being considered for local high school students.

### **4. Process for Scheduling Sufficient Credit Classes in Which Students Must Enroll to Complete their Educational Objectives in a Timely Fashion (Attachment 3)**

Dr. Friedlander and Mr. McLellan covered agenda item 4 with agenda item 2 (Credit Class Schedule Development Process) and 3 (Administrative Procedure 5055 Enrollment Priorities).

### **5. Recommendations Under Consideration by the Statewide Student Success Task Force and Comments from Chief Instructional Officers and Chief Student Services Officers (Attachment 4)**

The left column of Attachment 4 contains recommendations from the State-wide Student Success Task Force. The right column indicates the CSSO's and CIO's input regarding the recommendations. Dr. Friedlander reviewed the eighteen recommendations.

### **6. Credit Course Priority Analysis (Attachment 5)**

This item was discussed with agenda item 2 (Credit Class Schedule Development Process) and 3 (Administrative Procedure 5055 Enrollment Priorities).

## 7. Update on Recent Applications for Grants (Attachment 6)

Dr. Serban distributed an updated Attachment 6 (Recent Applications for Grants). She noted that the document illustrates the impact on the college of becoming a Hispanic serving institution. She further noted that, under Title V, the college is now eligible to apply for a multitude of grants. The document covers applications for federal, state and private foundation funding. She informed those present that Cheryl Dettrick, the consultant who was hired to develop and write grant proposals for state and federal grants, has been instrumental in finding grant opportunities and prompting the college to apply for them. Dr. Serban noted that more than \$50 million in grants have been applied for in the federal funding arena and that the college is looking at every possible funding alternative with regards to grants. Dr. Friedlander added that the document does not include all the grants that have already been funded or are continuing.


Dr. Friedlander elaborated on #7 (i3 Grant – Get Focused, Stay Focused) and #8 (National Science Foundation California Nanosystems Institute proposal).

Dr. Serban reviewed Applications for Private Foundation Funding, specifically support for #18, the Santa Barbara Foundation's support of Express to Success Programs (ESP). In answer to Trustee Croninger's question, Dr. Friedlander explained the process of how grants are chosen for application. He stated that, initially, once a grant has been identified, the grant's guidelines are reviewed and an internal assessment of the management of the grant is conducted. If it is deemed practical to pursue the grant application, it is reviewed by the Deans Council and the final selections are then brought to the president for review. Dr. Friedlander noted that he also reports to the Academic senate and that a project team is then formed to work on the grant application.

In response to Trustee Croninger's question about hiring a full time grant writer, Dr. Serban stressed that it was more important to manage grants rather than procure them. Dr. Friedlander concurred. The elements of a successful grant writing program were discussed.

A brief discussion ensued on the percentage of a grant's funds that are applied to overhead expenses. Dr. Friedlander remarked that state grant guidelines indicate that not more than 4% can be charged to overhead expenses. Federal grants also have specific related guidelines.

Minutes were approved at the meeting of September 18, 2013.



Lori Gaskin, President