

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL

November 7, 1995

MINUTES

PRESENT: Dr. Peter MacDougall, J. Romo, Acting Chair, D. Barthelmess, L. Fairly, B. Hamre, C. Hanson, T. Garey, J. Peterson, K. O'Connor, D. Oroz, L. Auchincloss (for B. Hull)

GUESTS: Judith Walkins, Accrediting Commission for Community and Junior Colleges, and Caspian Merritt and Josh Molina from The Channels.

I. Approval of Minutes

M/S/C To approve the minutes of September 19, 1995 as submitted Fairly/Peterson) -Unanimous.

2. Reports

2.1 College Planning

John Romo distributed copies of a proposed survey developed by the CPC Subcommittee on College Planning. The purpose of the survey is to discern from faculty, staff and students responses what should be the primary institutional objectives in the College's Three-Year Plan. The survey asks participants to identify (1) a major improvement which the college should take advantage of; (2) strengths and/or weaknesses which would affect its implementation ; (3) the institution's major goals for 1996-2000 and (4) the greatest obstacle or threat to achieving the stated goals or objectives. It was suggested that the survey also ask what direction(s) the College should avoid in its long range planning. The document will be refined as suggested by the committee and distributed to the college community before the end of November. The subcommittee will be reviewing a number of college documents in the process of developing the three-year plan, e.g., Budget Principles/Assumptions/Guidelines, Mission Statements, Statement of Institutional Directions, College Catalog, Statements of Institutional Effectiveness, Redesign Projects. The committee felt that the most efficient and effective way to begin the process toward developing the College's Three-Year Plan was to schedule a two-day retreat on January 16 and 17.

2.2 Accreditation Self-Study Work-shop

Janice Peterson provided a brief report (written and oral) on the Self-Study Accreditation Workshop that she, Kathy O'Connor and Bill Hamre attended in Pasadena on November 27. Ms. Peterson reported that overall the workshop was very successful, and that information on procedures and expectations from Accreditation Commission representatives and suggestions offered by representatives from other community colleges was useful.

Ms. Peterson noted the following highlights from the workshop:

- (1) **The video tape** on the Self-Study could be useful in providing orientation at the college;
- (2) **Contact with the Commission:** Commissioners want to be in contact with the College's self-study development so that they can provide appropriate training to the visiting team members;
- (3) **Self-Study Principles:** presentation on the aims of Accreditation, i.e., public statement that College is meeting its goals; focus on outcomes and institutional improvement- latter complements Redesign (4).

Problems in self-studies from other colleges:

- (1) Disorganization;
- (2) Too much description; not enough analysis;
- (3) Failure to pay attention to recommendations from previous team;
- (4) Too many "voices" evident in final document - one person should do final edit.

Features of a Well-Conducted Process:

- (1) Campus-wide participation;
- (2) Set timelines to allow for unexpected delays, etc.;
- (3) Set methodical plan and clear instructions for leaders to secure information, and interview individuals/groups;
- (4) Encourage frankness and openness so that process works constructively;
- (5) Research materials should be considered in the planning;
- (6) Constant communication is critical;
- (7) Board of Trustees should be kept updated;
- (8) Stay focused on process though it is challenging to maintain sustained interest in the accreditation process.

In addition to acknowledging the importance of the materials and information provided at the workshop, Ms. Peterson felt that the Commission is working in partnership with SBCC to develop an effective experimental design for SBCC's Self-Study.

2.3 Comments by Judith Watkins

Janice Peterson introduced Judith Watkins, member of the Accreditation Commission. Ms. Watkins expressed confidence in SBCC's ability to conduct an experimental self-study incorporating Project Redesign. She emphasized the importance of using Project Redesign as evidence that we are meeting the Standards in the Self-Study and incorporating the key elements in our experimental effort.

2.4 Accreditation Self-Study Review, Part 1 and Development of Part 2

Copies of a memorandum from Dr. MacDougall to Accreditation Coordinators providing instructions for completing the second phase of the self-study and an outline of the College's self-study processes were distributed. Mr. Hamre noted that Phase II evaluates the impact that Project Redesign has on SBCC and how it is likely to influence college activities from the perspective of the accreditation standards. The responsibility of Standard Coordinators is to review the redesign project(s) in their areas, and through discussion and analyses, determine how the redesign project(s) are applicable to each standard. Goals and objectives of redesign include enhancing client-centered operations, effective use of technology, improving quality of instructional programs and support services, establishing principles that will allow the College to meet future change and challenges; and improving the fiscal condition of the institution.

Dr. MacDougall stressed the importance of broad-based involvement through governance groups outlined in each standard. He also reiterated that an action plan should be developed now in order to meet the March 15 deadline to submit this portion of the report to Janice Peterson.

The College Planning Council's role in the accreditation process will consist of consultation on specific standards as well as an overall review of the Self-Study drafts. The timeline for completion of the Self-Study will target May 15 for final copy.

3. Adjournment

The meeting was adjourned at 4:45 p.m.

cc: Cabinet, Deans, Assistant Deans, Department Chairs, Academic Senate, Instructor's Association, CSEA, Classified Council, College Information, *The Channels*, Rob Reilly

The next meeting of the CPC is Tuesday, December 19, 3:00 p.m. in A218C.