

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
September 17, 1996

MINUTES

PRESENT: J. Friedlander, L. Auchincloss (for B. Hull), D. Barthelmess, B. Cordero
(for L. Fairly), B. Hamre, K. Hanna, C. Hanson, D. Oroz,
GUESTS: G. Gregg, L. Tennatt

CALL TO ORDER

The meeting was called to order at 3:05 p.m. by Jack Friedlander.

APPROVAL OF MINUTES

M/S/C To approve the minutes June 18, 1996 as submitted (Oroz/Hamre)

Unanimous

ACTION ITEMS

Hearing Stage: Guidelines for Use of Electronic Mail at SBCC

George Gregg submitted the **Guidelines for Use of Electronic Mail at SBCC** which were developed by the College Computer Coordinating Committee. Mr. Gregg reported that these guidelines evolved out of the need for rules and regulations regarding the use of electronic mail on campus. The document submitted to CPC is not a formal document, per se, but a set of guidelines for use until the District Technology Committee develops a comprehensive policy for use of computers and networks by staff (policies are in existence for students and faculty). Members opined that the following statements under **Appropriate Use** were inconsistent with this section, probably unenforceable and recommended that they be deleted: ***"Email that is offensive or harassing will not be tolerated. Misuse of electronic mail can lead to loss of electronic mail privileges."***

It was also recommended that the statement, ***"Computer files (including e-mail stored on College computers are College property, and subject to access by appropriate authorized personnel,"*** be revised to include ***"access by technical staff to trouble shoot or by college authorities to pursue an investigation."***

Dan Oroz strongly recommended that the approved guidelines be disseminated to all college personnel annually.

REPORTS/DISCUSSION

Revisions to Learning and Instruction Section of the College Plan

Dr. Friedlander reviewed the revisions which the Academic Affairs staff have made to the *Learning and Instruction Goals and Objectives*. Most of the revisions involved changes in timelines and wording. A new Goal 5 and 3 Objectives were added: ***Reconceptualize instructional methods to fully utilize the potential of technology to promote student learning.***

5a) Identify cost effective approaches in which technology can be used to reconceptualize how existing courses are offered to more effectively promote student learning (June of each year).

5b) Identify resources and training needed to implement the reconceptualized courses (June of each year).

5c) Implement the reconceptualized methods of offering courses identified in 1996-99 (January 1999).

The revised document will be brought to Academic Senate for review on Wednesday, September 18.

M/S/C To recommend approval of the College Plan with the suggested changes submitted by the Office of Academic Affairs and with any minor changes which the Academic Senate may make at its September 18 meeting.
(O'Connor/Cordero)

Unanimous

Accreditation Update

Bill Hamre reported that several members of the Accrediting Commission team will be on campus on September 30 for a preliminary visit prior to the Accreditation Team Site Visit on October 29, 30 and 31. The accreditation team will be chaired by Dr. Ed Gould from Monterey Peninsula College. Dr. Hamre asked the standard leaders to send to him by October 15 all reference documents for their respective standards.

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.

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
October 1, 1996

MINUTES

PRESENT: J. Friedlander, L. Fairly, B. Hamre, C. Hanson, K. O'Connor, D. Oroz, J. Romo, L. Rose
GUESTS: L. Tannatt

CALL TO ORDER

The meeting was called to order by Dr. Friedlander at 3:04 p.m.

ACTION ITEM

Action Stage: Guidelines for the Use of Electronic Mail at SBCC

George Gregg distributed copies of the revised ***Guidelines for the Use of Electronic Mail at SBCC***. He noted that the changes requested by the CPC at its meeting of September 18 have been included. Questions were raised on the District's responsibility and liability for materials published or sent electronically. Mr. Gregg indicated that the District Technology Committee would be developing recommendations for policies on the use of email and publishing on the WWW. Mr. Hamre noted that there are extensive policies for appropriate student use of e-mail in the District Technology Plan which were adopted last year. It was recommended. Members concurred that the Guidelines be disseminated college-wide annually.

M/S/C To approve the ***Guidelines for the Use of Electronic Mail at SBCC*** as revised (O'Connor/Fairly)
Unanimous

REPORTS/DISCUSSION

Accreditation

Bill Hamre provided an update on Accreditation. He reported that several members of the Accrediting Team were on campus on September 29 for a preliminary site visit. Dr. Ed Gould, Chair of the Accrediting Team and CEO at Monterey Peninsula College, was accompanied by Dr. Cheryl Kubash, Dean of Vision and Quality at Monterey Peninsula College. At the request of Dr. Gould, each standard leader will be interviewed by members of the accreditation team. Alma Ledbetter and Janice Peterson are coordinating schedules for these meetings. A **preliminary calendar** of activities for the Accreditation visit was provided by Mr. Hamre.

Arrival of Accred. Team	Mon., October 28		
Meeting with CAC	Mon., October 28	BC 214	3:00 p.m.
Breakfast Meeting	Tues., October 29	Gourmet Dining Room	7:30 a.m.
(with Academic Senate, Board of Trustees, Cabinet)			

Meeting with P & R	Tues., October 29	BC 214	3:00 p.m.
Meeting with Ac. Sen.	Wed., October 30	BC 214	3:00 p.m.
Exit Interview	Thurs., October 31	Garvin Theatre	2:00 p.m.

At Kathy O'Connor's request, Lana Rose and Don Barthelmess agreed to represent Kathy O'Connor and Karolyn Hanna at the Exit Interview as the latter will be attending a State Academic Senate meeting on October 31.

Mr. Hamre reminded CPC members that Standard Leaders need to submit their Accreditation reference materials to him by October 15.

College Plan

Members continued their review of the *College Plan* with a discussion on the proposed changes in the section on *Learning and Instruction*. Mrs. Fairly asked for several modifications to **GOAL 6 AND GOAL 8**. It was recommended that an additional objective be added to **GOAL 6** which would define and include those "at risk" students who are not on academic probation or academic disqualification, but who are not meeting their educational goals. Following the discussion members agreed to the following changes: (1) add **Objective 6a**): "**Establish processes for identifying students who are at risk of not achieving their desired educational goals**" and (2) reinstate **GOAL 8, Objective 8c**) "**Implement a survey to assess the extent to which students participate in artistic and other enrichment activities in and out of class (Spring 1997)**". Mrs. Fairly stated that she would be responsible for the implementation of **Objective 8c**).

John Romo reported that Rob Reilly, who is preparing the College Plan for publication and for distribution to the Accreditation Team, asked for a clarification from the CPC on the title of the plan (Strategic Plan vs. College Plan). Members agreed that the title of the document should be **COLLEGE PLAN**.

Next steps: John Romo reported that, although the revised *College Plan* is pending Board of Trustees ratification, Cabinet has begun to review all of the components of the plan in preparation for assigning them to the vice presidents who have responsibility for each goal and objectives. The vice presidents will be reporting back to the Cabinet and the College Planning Council on the progress in carrying out all of the goals and objectives. Mr. Romo stressed the importance of reviewing the goals and objectives in terms of feasibility and outcomes (he will work with Bill Hamre on this and report back to CPC). The vice presidents and their staffs will need to identify goals and objectives in their areas which can be supported with existing funds and those which will require new resources. Members suggested that initiatives which could be jeopardized due to lack of funds should be brought before CPC for discussion, analysis, and prioritization. Recommendations resulting from their discussions would be forwarded to Dr. MacDougall for his consideration. Dr. Hanson reminded members that the anticipated Basic Skills funding included in the 1996-97 budget may not be available. Members commented that it was important that the President and the Board know what CPC's priorities are and that other resources options are available. Dr. Friedlander will bring a proposed timeline for resource requests/allocations at a future meeting.

Several members expressed concern regarding the intent and implementation of **LEADERSHIP, GOAL 1. "Redefine and expand new leadership roles and organizational structures which complement Project Redesign's movement from a function-based to a process-based model."** Dr. Friedlander stated that he would invite Dr. MacDougall to a future CPC meeting to participate in the discussion of the expected outcomes of this goal.

A lengthy discussion to clarify **INSTITUTIONAL SUPPORT, GOALS 2 and GOALS 5** followed. **Objective 2c)** was revised as follows"**Conduct an examination of the District's budget consistent with the College Plan and Project Redesign (June 1999).**"

GOAL 5 was revised to read: "**Develop formalized methodologies for the analysis, implementation and evaluation of major innovations.**"

Objective 5a) was changed as follows"**Create processes for the analysis, discussion and evaluation of innovations that have college-wide implications (June 1997).**"

M/S/C To approve the revised **College Plan** in concept and pending approval by the Academic Senate (Hamre/O'Connor)
Unanimous

ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

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