

CP  
7/8/97

**Santa Barbara City College  
Proposed Merger**

**English Language Studies Programs (ELSP)  
International Student Academic Program (ISAP)**

**July 1, 1997, Edited**

It is proposed that the International Student Academic Program (ISAP) and the English Language Studies Programs (ELSP) be merged into one unified **International Student Support Program (ISSP)** effective July 1997.

**Background**

The ELSP was founded in 1984 by the ESL department. The ELSP initially served 17 students and currently provides English language studies education and support services to 75 international students per term. The current ELSP program is supported by a Director on 14 TLU release time for twelve months, a half-time hourly Special Program Advisor, a half-time hourly clerk and approximately 255 hours per year of student workers. An operational budget of \$18,900 supports ELSP field trips, conferences, travel, printing, publications, supplies and consultants. The ELSP is and has been an integral component of the ESL program infrastructure and as such has served to underwrite and support both ESL curriculum and ESL support functions. The ELSP also serves as a principle feeder program to the ISAP: in Fall 1996, 46 ELSP students completed their ESL studies and transferred to the ISAP.

In May 1992 the Board of Trustees authorized an increase of 100 ISAP students for a total F1 enrollment of 350 (278 ISAP and 72 ELSP) students. An amendment in 1993 increased the total international student enrollment to 500 (428 ISAP and 72 ELSP) students. Support services, staffing and course offerings were concurrently increased and supported by tuition increases to establish a stronger support program for international students as well as to ensure that services to native students were not displaced.

ISAP is currently staffed by a counselor serving as coordinator on 50% (10 month) release time from Counseling, a full-time Special Program Advisor, a full-time clerk, an hourly Special Program Advisor, approximately 727 hours of student workers and approximately 1,861 hours (12 months) of hourly counselors serving both ISAP and ELSP students. The current administrative demands of 500 international students exceed the capacity of the .5 FTE ISAP coordinator and ISAP staff.

Currently, ISAP and ELSP carry out independent admissions, advising, 1-20 visa functions, and student tracking and follow-up. Both have separate operating budgets, leadership and support staff. There is redundancy and inefficiency of effort in some areas. However, both programs are housed in the International Student Center and

have collaborated to a high degree in marketing, recruitment, housing referral services (including homestay services), and special activities such as field trips, orientation and social events.

### **New Program Organization and Functions**

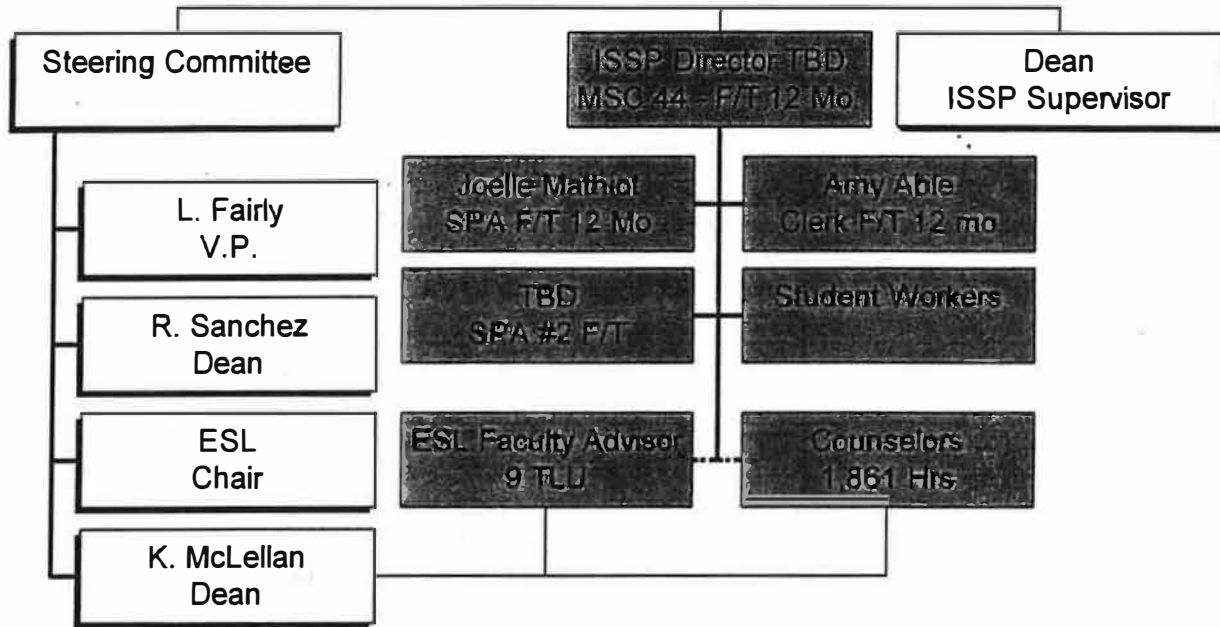
A new program structure is proposed that merges the resources of ELSP and ISAP into a new International Student Support Program (ISSP). All marketing, recruitment, admissions, advising, housing and other support services for all international students would be provided under the purview of the new ISSP.

#### **Staffing of New International Student Support Program:**

- 1 - Full-time 12 month Director MSC 44
- 1 - Full-time Clerk (retain existing full-time permanent ISAP Clerk).
- 1 - Full-time SPA (retain existing full-time permanent ISAP SPA).
- 1 - Full-time SPA (converted from existing hourly Spas (2) and an hourly Clerk ).
- 1 - Faculty Advisor - ESL (9 TLU from existing ELSP Director budget).  
in support of advising ISSP students (n=75) enrolled in the ESL program.
- 1,861 - Counseling hours (690 hrs. from reassigning current coordinator to ISSP counseling role and 1171 hrs. of hourly counseling from existing ISAP budget . Reallocate portion of current ISAP hrly. counseling budget to new ISSP full-time manager.
- 1,032 - Work Study hours (combined from ISAP and ELSP)

The ISSP program would be supervised by either a Dean of Academic Affairs or Student Affairs under the purview of an International Student Steering Committee comprised of Academic Affairs, Student Affairs and ISSP representatives.

# Proposed ISSP Organization Chart



**Current ISAP Budget 1997-98**  
(Without 3000 Expenses)

<b>ISAP - Current</b>				
<b>Resource</b>	<b>Source</b>	<b>Account</b>	<b>Scope</b>	<b>Amount</b>
ISAP coordinator	Couns. Dept.	1210-9224	.5 FTE Counselor 197days X 7 hrs. x .50 = <b>689.5 hrs</b> \$29,930	
Hourly Counselors	ISAP	1420-9226	<b>1,861 hrs @ 12</b> mo. @\$27.31 hr.	\$50,827
Special Program Advisor	ISAP	2210-9226	1 FT 12 month	\$32,413
Clerk Typist Intermediate (21)	ISAP	2110-9226	1 FT 12 month	\$21,124
Special Program Advisor	ISAP	2320-9226	825 hrs 10 mo @\$12.57 hr.	\$10,901
Student Workers	ISAP	2321-9226	727 hrs 10 mo @\$6.16 hr.	\$4,708
			<b>Sub-Total</b>	<b>\$119,973.00</b>
Supplies	ISAP	4510-9226		\$6,111
Printing and Duplicating	ISAP	4512-9226		\$6,111
Field Trips	ISAP	4610-9226		\$667
Travel and Conferences	ISAP	5220-9226		\$6,111
			<b>Sub-Total</b>	<b>\$19,000.00</b>
			<b>Total</b>	<b>\$138,973.00</b>

**Reallocation of 1997-98 ISAP Budget to New ISSP 1997-98 Budget**

			<b>Total</b>	<b>\$138,973.00</b>
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## Benefits of the Reorganization

The new program and organizational structure will increase administrative efficiency and effectiveness due to:

- Year-round (12 month) leadership and services.
- Existing space can accommodate proposed staff.
- Centralized marketing and recruitment.
- Centralized and common application and admission processing.
- Centralized and common records and tracking system.
- Centralized and coordinated academic, personal and immigration counseling and support services.
- Continued advising and support for ESL students in sheltered English.
- A structure that allows for growth.

## Limitations of the Reorganization

The support staff available to the ESL department would be reduced to one 10 month part-time clerk. This decrease in ESL support would significantly impact all of ESL and other offices that would pick up the residual impact resulting from decreased ESL services.

## Budget for the new ISSP

Both ELSP and ISAP cost centers would be merged.

The significant symbiotic financial and support relationship between ELSP and ESL would be disentangled. A portion of the current ELSP operating budget would be reallocated to ESL.

ISAP resources would be reallocated 100% to the new ISSP.

The current ISAP and remaining (after portion reallocation to ESL) ELSP budget when combined with the new international student application fee income and the enrollment of an additional seven international students (500 to 507) will fund the new ISSP.

## Budget Summary

New ISSP Program Budget (includes additional 3000 expenses of FT Director and SPA)		Expense	-\$220,656
Reallocation of 1997-98 ISAP Budget		Existing Budget	\$138,973
Reallocation of 1997-98 ELSP Budget		Existing Budget	\$42,485
Application Fee (632 annual average apps x 66% x \$50)		New Income to Supplement Budget	\$22,120
Additional 7 F-1 students (7 X 24 units @ \$118 ea.)		New Income to Supplement Budget	\$19,824
Surplus			\$2,746.00

**Current ELSP Budget 1997-98**  
(Without 3000 expenses)

<b>ELSP - Current</b>				
<b>Resource</b>	<b>Source</b>	<b>Account</b>	<b>Scope</b>	<b>Amount</b>
Coordinator/Advisor	ELSP	1320-2015	14 TLU/12 mo.	\$9,800
Clerk Typist Intermediate (21)	ELSP	2210-2015	1068 hrs/10 mo @\$9.05	\$10,153
Special Program Advisor	ELSP	2420-2015	1172 hrs/12 mo @\$12.57	\$15,479
Student Worker	ELSP	2421-2015	255hrs/10 mo @\$6.16	\$1,653
			<b>Sub-Total</b>	<b>\$37,085.00</b>
Supplies	ELSP	4310-2015		\$4,000
Printing and Duplicating	ELSP	4312-2015		\$5,000
Field Trips	ELSP	4610-2015		\$2,900
Travel and Conferences	ELSP	5220-2015		\$5,000
In-Service Education	ELSP	5250-2015		\$1,000
Consultants	ELSP	5110-2015		\$1,000
			<b>Sub-Total</b>	<b>\$18,900.00</b>
			<b>Total</b>	<b>\$55,985.00</b>

**Reallocation of 1997-98 ELSP Budget to 1997-98 ESL Budget**

Supplies	ELSP	4310-2015		\$3,000
Printing and Duplicating	ELSP	4312-2015		\$4,500
In-Service Education	ELSP	5250-2015		\$1,000
Travel and Conferences	ELSP	5220-2015		\$4,000
Consultants	ELSP	5110-2015		\$1,000
			<b>Total</b>	<b>\$13,500.00</b>

**Reallocation of 1997-98 ELSP Budget to New ISSP 1997-98 Budget**

<b>Reallocation of 1997-98 ELSP Budget</b>			<b>Total</b>	<b>\$42,485</b>
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**Current ESL Budget 1997-98**  
(Without 3000 Expenses)

<b>ESL - Current</b>				
<b>Resource</b>	<b>Source</b>	<b>Account</b>	<b>Scope</b>	<b>Amount</b>
Regular/Hourly Faculty	ESL	1000-2018	FT and PT Fac.	\$543,761
Clerk	ESL	2210-2018	.5 FT 12 mo.	\$11,489
Supplies	ESL	4310-2018		\$4,079
Printing and Duplicating	ESL	4312-2018		\$8,610
Conference	ESL	5220-2018		\$350
		<b>Total 2018</b>		<b>\$568,289.00</b>

**Proposed ESL Budget with ELSP Redistribution**  
(without 3000 expenses)

<b>ESL - Proposed</b>				
<b>Resource</b>	<b>Source</b>	<b>Account</b>	<b>Scope</b>	<b>Amount</b>
Regular/Hourly Faculty	ESL	1000-2018	FT and PT Fac.	\$543,761
Clerk	ESL	2210-2018	.5 FT 12 mo.	\$11,489
Supplies	ESL	4310-2018		4,079
	ELSP	4310-2015		\$3,000
Printing and Duplicating	ESL	4312-2018		\$8,610
	ELSP	4312-2015		\$4,500
Inservice Education	ELSP	5250-2015		\$1,000
Conference	ESL	5220-2018		\$350
Conference	ELSP	5110-2015		\$4,000
Consultant	ELSP	5110-2015		\$1,000
		<b>Total 2018</b>		<b>\$581,789.00</b>

**Proposed New International Student Program 1997-98**  
(With additional 3000 expenses)

Resource	Source	From Account	Scope	Amount
Director, MSC 44			12 months, 40 hr wk.: \$38,136 - \$46,368	\$46,368
Counselors Hrly.	Former .5 ISAP coord (Zavala)	1210-9224	690 hrs \$28,505	\$0
	Hrly Couns	1420-9226	1171 hrs @\$27.31 hr	\$31,980
			<b>Total 1,861 hrs</b>	<b>\$0</b>
Faculty Advisor - ESL International Students <i>72</i>	Former ELSP Director	1320-2015	9 TLU @\$750	\$6,750
Clerk Full-Time	ISAP Clerk	2110-9226	12 month	\$21,243
SPA Full-Time	ISAP SPA	2210-9226	12 month	\$32,413
SPA Full-Time (New) (Combine 2 hrly SPAs)	ELSP & ISAP Hrly SPAs/Clerk	2320-9226 2320-2015	12 Month \$27,972 - \$32,413	\$32,413
Student Workers			1,032 hrs	\$6,361
			<b>Sub-Total</b>	<b>\$177,528.00</b>
Payroll/Benefits			Director, MSC 44 17.267% +\$6666	\$14,669
			SPA New F/T 17.267% + \$6,000	\$12,262
	Reallocation from hrly Clerk	of benefit SPAs and	\$36,533 X 9.48%	-\$3,463
	Reallocation from hrly	of benefit Counselor	\$18,847 x 11.53%	-\$2,173
			<b>New 3000 Cost</b>	<b>\$21,295</b>
Supplies	ELSP/ISAP	4310-2015		\$7,111
Printing and Duplicating	ELSP	4312-2015		\$6,611
Travel and Conferences	ELSP	5220-2015		\$7,111
Field Trips	ISAP	4610-9226		\$1,000
			<b>Sub-Total</b>	<b>\$21,833</b>
			<b>Total</b>	<b>\$220,656</b>



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## INTERNATIONAL STUDENT SUPPORT PROGRAM (ISSP)

The proposal to merge the English Language Studies Program (ELSP) and the International Student Academic Program (ISAP) will have the goals of assisting our students to become a part of a "global environment" as quoted below:

*"America's future rests on its ability to understand and compete in a world which, year by year, moves more rapidly toward economic, political and social interdependence. If our nation is to prosper in the 21st century, we must have well-prepared experts in foreign trade, finance, politics, communications, health, environment and many other fields, and a citizenry which is informed, more aware and better able to judge, vote and act in an international - indeed - a global environment." (CAFLIS, 1989)*

The new International Student Support Program will address the goals of:

- Providing our ISSP students with opportunities for campus and community involvement that add a significant dimension to the educational experience.
- Providing our domestic students with a cultural enrichment of interacting in class, clubs, and activities.
- Encouraging faculty to revise/review appropriate programs/courses to include multicultural and international content and materials.
- Preparing all students and staff to address the issues of migration, changing demographics, and the concerns of war, religion, famine, health, and environment which directly affect all nations.
- Enhancing the ability of students to better understand the arts, culture, politics of other nations.

In July 1996, the California Community College Board of Governors report states:

*"As we approach the 21st Century, major improvements in teaching and learning are required if community colleges are to prepare Californians to participate in an ever-more complex and multi-cultural society. Students throughout the system will need a better understanding of the peoples, cultures and economics of other nations and of California's place in international matters."*