

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**December 4, 2007
3:00 p.m. – 4:30 p.m.**

A218C

MINUTES

Present: J. Friedlander, P. Bishop, P. Buckelew, B. Partee, D. Cooper, I. Alarcon,
S. Broderick, T. Garey, G. Thielst, L. Auchincloss, M. Guillen, C. Ramirez

Absent: S. Ehrlich, J. Sullivan, K. Molloy

1.0 Call to Order

1.1 Approval of the minutes of the November 20th CPC meeting.

M/S/C [Broderick/Bishop] to approve the minutes of the November 20th CPC meeting.

2.0 Announcements

2.1 Jack Friedlander reported that at last Thursday's Board meeting the Board approved funding the Drama/Music Building modernization as originally planned. He said Tom Garey's heroic effort plus the endorsement of the Academic Senate and College Planning Council was effective in influencing the Board's decision. He said at the next Board meeting on December 13th, the bond measure will go on the agenda as a "first hearing". The consultants, who conducted the survey of residents in terms of their level of support for the bond plus the interviews with community leaders, will be at the meeting to present the results of the survey and their recommendations. Based on the results of the survey and interviews, the consultants will provide the Board with information as to whether to go out for a bond and, if so, the amount of funding to request. No action will be taken at this meeting but the discussion will be: (1) what we learned from the survey; (2) how much money voters are likely to support; (3) the likelihood a bond would be approved; and (4) the best time to place a bond measure on the ballot (June, 2008 or November, 2008). The consultants will give their recommendations to the Board on items 2-4 above. He said the Board was scheduled to have a study session on January 10th. At that time, the Board will convene initially as a Board meeting with the bond measure as the only item. At that time they will make a decision as to whether to go forward for a June or November bond campaign.

Dr. Friedlander said at this past Thursday's Board meeting, the Board agreed to commit additional funds needed to have the SoMA building be LEEDS certified. Although they didn't commit to having it meet the "silver" standard, he believes we may have enough points to have it meet the LEEDS' "silver" standard certification

requirements. The Board also gave approval to build a two-story portable building under the bridge which is being paid for by Kaplan-ASPECT, the international school that has been renting space from the college for a number of years. He said there may be sufficient revenue from the rent to pay for an additional custodian person to service this temporary building as well others that are in need of being cleaned on a more frequent basis. Jack Friedlander said that we just learned recently that beginning in January, there is a new state requirement that the college needs to have restrooms within 250 feet of classroom facilities/offices. We will need to provide portable restrooms on various sites on the upper field to meet this new requirement.

Dr. Friedlander also announced that Richard Hoffman, a full-time librarian, will retire at the end of the academic year. The Senate will discuss whether exempt if from the ranking process and allow it to be filled with a permanent tenure-track position. If approved, we will be filling 11 full-time tenure track contract positions next year; four new and seven replacement positions. Susan Broderick has withdrawn her request to retire at the end of this year and will remain in her position as Associate Professor of the Health and Wellness department.

3.0 Information Items

There were no information items.

4.0 Discussion items

Dr. Friedlander said what is not on the agenda is to take action on the institutional challenges and priorities document. The Academic Senate wants to review it prior to taking action. There is also an Academic Senate subcommittee working on the mission statement. That will be brought to the Council at a later date.

4.1 Review of draft of goals and objectives to be included in the new college plan

The Council went section-by-section on the latest draft of the goals and objectives to be included in the college plan and made recommendations for additions and changes to the language. Darla Cooper provided updated language suggested by EC that was not included in the draft provided. The Council will meet to review the revised goals and objections prior to the holiday break.

5.0 Other Items

The Council will not meet on December 18th. The Council will be surveyed and an earlier date selected.

6.0 Adjournment

**Outline of Preliminary Goals and Objectives
for College Plan 2008-2011**

Attachment 1

STUDENT LEARNING, ACHIEVEMENT AND DEVELOPMENT

Goal 1. Increase Student Success: Credit Division

Objective 1.1 – Achieve the objectives in the Partnership for Student Success to increase participation and improve success and persistence in the following programs:

- Gateway Program
- Online College
- Writing Center
- Math Lab
- Academic Achievement Zone

Objective 1.2 – Increase the percentage of students successfully completing courses and persisting from term to term and the number of students earning degrees and certificates and transferring to four-year institutions among all students paying special attention to equity in performance among students of different ages, genders, ethnicities, income levels, languages, as well as those who transition from non-credit program.

Objective 1.3 – Increase the number of students who progress through the basic skills and ESL sequences and the transition from these courses to college-level courses.

Objective 1.4 – Initiate the SLO cycle in at least 90 percent of all credit courses and programs and complete the SLO cycle in at least half of all credit courses and programs.

Objective 1.5 – Increase the number of students completing degrees and certificates in the career technical programs.

**Outline of Preliminary Goals and Objectives
for College Plan 2008-2011**

STUDENT LEARNING, ACHIEVEMENT AND DEVELOPMENT

Goal 2. Increase Student Success: Non-Credit Division

Objective 2.1 – Increase the rates for course completion, persistence from level to level, and certificate completion in the Adult High School/GED, ESL, and short-term technical training programs. (Desired increases for each measure will be determined once baseline rates have been established.)

Objective 2.2 – Increase the number of students being served by the non-credit matriculation program.

Objective 2.3 – Increase the number of students who transition from non-credit to credit.

Objective 2.4 – Implement the SLO cycle in all non-credit courses eligible for enhanced funding.

Objective 2.5 – Develop new faculty training program for newly hired faculty in non-credit division designed to promote student success.

Objective 2.6 – Develop and implement a course/teacher evaluation process for non-credit classes to provide information that will enhance the teaching and learning process.

**Outline of Preliminary Goals and Objectives
for College Plan 2008-2011**

OUTREACH, ACCESS AND RESPONSIVENESS TO THE COMMUNITY

Goal 3. Increase access to education for all segments of the community that can benefit from the college's programs and services.

Objective 3.1 – Identify those segments of the community that are underserved by the college and implement strategies to increase their participation.

Objective 3.2 – Explore and, where feasible, implement strategies to reduce the cost of textbooks for students.

Objective 3.3 – Use technology in new and innovative ways to improve how we serve current students and promote the college to potential students.

Objective 3.4 – Improve articulation with area high schools and universities in the region through participation in the Cal-PASS data-sharing program.

Objective 3.5 – Achieve the college's annual enrollment targets.

Objective 3.6 – Increase enrollment in non-credit enhanced-funded courses (i.e., Adult High School, GED, ESL and short-term technical training).

Objective 3.7- Provide online as well as alternative non-computer based application and registration options for non-credit students.

**Outline of Preliminary Goals and Objectives
for College Plan 2008-2011**

FACULTY, STAFF AND MANAGEMENT

Goal 4. Strengthen the recruitment, retention and promotion of high quality, diverse faculty, staff and administrators.

Objective 4.1 – Evaluate the effectiveness and impact of the college's efforts to provide alternative transportation, flexible work schedules, and telecommuting options to employees and where appropriate make needed improvements.

Objective 4.2 – Increase the number of diverse candidates applying for faculty, staff and administrator positions at the college.

Objective 4.3 – Implement strategies to address those areas identified in the results from 2007-08 employee surveys that are in need of improvement

Objective 4.4 – Develop and implement support systems to help new employees adapt to the college environment.

Objective 4.5 – Develop and implement a professional development program designed to encourage and facilitate career advancement opportunities for SBCC employees.

Objective 4.6 – Increase the number of credit and non-credit faculty and educational administrators who participate in professional development activities focused on meeting the diverse educational needs of the increasingly diverse student populations served by the college.

Objective 4.7 – Become less reliant on adjunct faculty and part-time classified staff.

**Outline of Preliminary Goals and Objectives
for College Plan 2008-2011**

GOVERNANCE, DECISION SUPPORT AND FISCAL MANAGEMENT

Goal 5. Establish college-wide accountability systems that are effectively linked to planning and budgeting and are based on quantitative and qualitative data.

Objective 5.1 – Develop and implement a technology-based decision support system that will provide easy and prompt access to data for end users.

Objective 5.2 – Implement a program review process in each administrative unit of the college where one does not exist.

Objective 5.3 – Link outcomes of program reviews and other evaluation processes to college-level planning and resource allocation.

Objective 5.4 – Complete the implementation of Banner and associated third party software applications and re-evaluate business processes in the context of this implementation, making refinements to these processes as needed.

Objective 5.5 – Complete an assessment of alternative resource allocation models used throughout the state for possible implementation at SBCC for allocating resources that effectively address existing as well as emerging staffing and infrastructure needs.

Objective 5.6 – Complete the non-credit software conversion, implement related business practices needed to support this conversion, and wherever possible aligning these practices with those used in the credit division.

Goal 6. Ensure each constituency group (credit and non-credit faculty, classified staff, students, middle managers, executive committee and the board) has an appropriate role in the consultative process.

Objective 6.1 – Evaluate existing mechanisms for participation in the consultative process for each constituency group and, where appropriate, make needed changes to increase participation.

**Outline of Preliminary Goals and Objectives
for College Plan 2008-2011**

FACILITIES, CAPITAL PROJECTS AND MAINTENANCE

Goal 7. Implement the long range capital construction plan.

Objective 7.1 – Serve as a leader in the community for sustainability by implementing practices that work to reduce the college's impact on the environment.

Objective 7.2 – Ensure that the costs for the staff needed to support any new facilities are included in the construction planning.

Objective 7.3 – Increase the revenue generated from the use of the facilities on the Mesa campus.

Objective 7.4 – Implement the plans for the capital construction projects funded by the 2008 Bond measure (if approved).

Objective 7.5 – Achieve the School of Media Arts Capital Campaign goal to raise a minimum of \$5.5 million.

Goal 8. Create an optimal physical and technological environment that ensures the best service to students and the local community.

Objective 8.1 -- Ensure that the planning for any modernization of existing facilities or creation of any new facilities takes into consideration emerging technologies and changing student learning needs.

Objective 8.2 Improve the utilization of facilities and other college resources in instruction and student support programs to ensure that students' needs are being served in the most effective and efficient manner.

Objective 8.3 -- Complete the project to provide universal access to existing and new facilities.

Objective 8.4 – Upgrade the network infrastructure to support applications that allow for the convergence of voice, data and video.

SBCC
2008-11 College Plan
Timeline

DRAFT
Attachment 2

October 2007	<p>CPC will review accreditation standards related to planning and conduct a gap analysis between what is expected and what is currently in place at the college</p> <p>CPC will review draft from EC of college challenges and priorities and provide input</p> <p>CPC will review the 2005-08 College Plan Evaluation to identify which goals and objectives were achieved and which should be considered for inclusion in the 2008-11 Plan</p> <p>CPC will review the Institutional SLOs (ISLOs) and begin work on developing the college's new mission and vision statements</p> <p>The college's challenges and priorities will be discussed at the Board study session on October 11</p>
November 2007	<p>CPC will determine and approve the format of the 2008-11 College Plan</p> <p>CPC will develop a draft of the goals and objectives for the 2008-11 College Plan</p>
December 2007	<p>CPC will provide this draft to the constituency groups (faculty, staff, students and managers) and ask for their feedback</p>
February 2008	<p>CPC will review the input from the constituency groups and finalize the first draft of the College Plan</p> <p>CPC will provide this draft to the constituency groups and ask for their feedback</p> <p>Update will be given to the Board at the study session on February 14</p>
February - March 2008	<p>Programs and departments will review the draft and develop appropriate measures of assessment and identify measurable targets for those objectives that relate to their area. This information will be submitted to and reviewed by CPC.</p>
March 2008	<p>CPC will review the feedback received and by its second meeting in March 2008, CPC will finalize its recommendations for the 2008-11 College Plan</p> <p>Those sections of the College Plan that pertain to the different Board committees (Educational Policy, Fiscal and Facilities) will be presented to them</p>
April 2008	<p>The full College Plan will be presented to the Board at the Study Session on April 10</p> <p>If no major changes are required by the Board, the final College Plan will be presented for Board approval at the April 24 meeting</p>
May 2008	<p>If major changes are required, the final College Plan will be presented for Board approval at the May 22 meeting</p>