

**Santa Barbara City College**  
**College Planning Council**  
**Tuesday, November 3, 2015**  
**3:00-4:30 p.m.**

**Minutes**

**1.0 PRESENT:**

L. Gaskin, Chair, President  
E. Auchincloss, President, CSEA  
P. Bishop, Vice President, Information Technology  
M. Broomfield, Advancing Leadership Committee Representative  
P. Butler, Chair, Planning & Resource Committee  
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)  
P. English, VP, Human Resources  
K. Monda, President, Academic Senate  
M. Marino, Associated Student Government Representative  
J. McPheter, Classified Staff Representative  
K. O'Connor, Academic Senate Representative  
C. Salazar, Classified Staff Representative  
C. Smith, Advancing Leadership Committee Representative  
M. Spaventa, Interim Executive Vice President  
P. Stark, Academic Senate Representative  
J. Sullivan, VP, Business Services  
L. Vasquez, VP, Academic Senate

**GUEST SPEAKERS:**

J. Friedlander, Executive Vice President

**2.0 CALL TO ORDER**

2.1 Approval of 10/20/15 Minutes

**M/S/C (Vasquez/McPheter) to approve the 10/20/15 minutes. The motion passed unanimously.**

**3.0 ANNOUNCEMENTS**

**4.0 INFORMATION ITEMS**

**5.0 DISCUSSION ITEMS**

5.1 2015 Fall Semester Enrollment Analysis Report – J. Friedlander (Att. [2015 Fall Semester Enrollment Analysis Report](#))

Dr. Jack Friedlander presented the 2015 Fall Semester Enrollment Analysis Report which identified a significant drop in enrollment both in terms of headcount and units enrolled. Dr. Friedlander noted that in fall 2015 enrollment was down by a total of 884 students and that the number of California residents enrolled in the college decreased by 795 students. He stated that the analysis was conducted to determine if this development was a one-time occurrence or if it was a long-term trend.

The report included recommendations intended to offset the decline in enrollment in an endeavor to meet the college's FTES cap. The analysis did not include Dual Enrollment or non-credit students. Dr. Friedlander noted that a major factor in the enrollment decline, according to a survey of students who applied but did not enroll in classes, was the lack of affordable housing. Dr. Gaskin added that the CSUs and UCs were recently allotted incentive funding in order to increase their freshman enrollment (and transfers), resulting in direct competition to community colleges for new students.

Dr. Friedlander reviewed some of the ongoing concerns that will likely affect the college's long term planning. The recommendations in the report will be addressed by the Dean's Council.

**5.2 Request for Approval to Make Budget Transfers to Backfill AHS/GED Lab Teaching Assistant Budget: First Reading – M. Spaventa**

Marilynn Spaventa presented a request to Council to transfer \$16,500 from each of four budget categories in which full time faculty positions were budgeted, but not filled. Those positions were in the departments of chemistry, history, automotive and art. The resources will be used to fund Lab Teaching Assistants for Adult High School (AHS) and General Education Development (GED).

Ms. Spaventa will bring the item to CPC for a second reading and action at the November 17, 2015 meeting.

**5.3 Academic Calendar 2016-17: First Reading – A. Canning**

Dr. Gaskin announced that items 5.3 (Academic Calendar) and 6.1(Two Summer Sessions) would be taken together.

Joe Sullivan, representing the Calendar Committee, a CPC+ workgroup dedicated to identifying and seeking solutions to issues related to holding two consecutive summer sessions, reported on the committee's findings. The Calendar Committee met on October 22 and 29. Mr. Sullivan stated, and committee members Dr. Kim Monda, Mathew Marino and Liz Auchincloss concurred, that scheduling two consecutive summer sessions was the best option for the college. The committee presented reasons as to why holding a winter intersession was neither feasible nor desirable to students. Mr. Sullivan has devised a planning exercise to help department managers and their staff handle the problems associated with holding two summer sessions.

**M/S/C (Auchincloss/Smith) to move to action the approval of the Academic Calendar 2016-17. The motion passed unanimously.**

**M/S/C (Spaventa/Sullivan) to move to approve the Academic Calendar 2016-17. The motion passed unanimously.**

## **6.0 ACTION ITEMS**

**6.1 Two Summer Sessions – J. Friedlander (Att. [Evaluation of Two Summer Sessions Report](#))**

**M/S/C (McPheter/Bishop) to approve Two Summer Sessions in 2016. The motion passed unanimously.**

It was agreed that the managers would report on their plans and solutions with regard to minimizing the impact of two summer sessions on staff.

6.2 Review of the Educational Master Plan – J. Friedlander (Att. [Educational Master Plan](#))

Dr. Jack Friedlander gave a brief synopsis of previous issues addressed by CPC with regard to the Educational Master Plan (EMP).

Discussion ensued. It was suggested that the phrase “Access, Equity, and Success” replace the phrase “Continual Evaluation and Improvement” in the Integrated Planning diagram (p.10 of the EMP) and that the color of the text be changed to make it more prominent.

Robert Else and Dr. Friedlander reviewed section 4.0: *Evaluation of Progress on the Strategic Directions and Goals* (p. 14) and their plans to reframe the language within the diagram entitled *Components of the Educational Master Plan Annual Progress Report*. There was consensus among Council that it would be laborsaving to capitalize on Program Review information pertaining to departmental goals, and how they relate to strategic directions and goals of the EMP, as well as the progress that has been made toward attainment of those goals.

Dr. Monda reported that the Program Evaluation Committee (PEC) had already completed *Part 1: PEC Best Practices*. She requested, and it was agreed, that PEC would review the component’s language before coming back to CPC for further discussion and action.

It was suggested that Part 1 remain as *PEC Best Practices* and that Part 2 be modified to combine links to goals and other elements outside of Program Review such as SSSP and SEC. Dr. Gaskin asked that the responsible entity for each component be included in the diagram. Robert Else will provide a tracking calendar of the integrated planning evaluation cycle as well as incorporate some of the suggestions made by Council regarding the *Components of the Educational Master Plan Annual Progress Report* diagram.

It was agreed to table discussion regarding the EMP’s *Annual Progress Report* until the next CPC meeting on Tuesday, November 17, 2015.

**M/S/C (Butler/Smith) to replace the phrase “Continual Evaluation and Improvement” with “Access, Equity, and Success” in the Educational Master Plan’s Integrated Planning diagram. Motion passed unanimously.**

## 7.0 ADJOURNMENT

7.1 The next CPC meeting is scheduled for Tuesday, November 17, 2015 in room A218C from 3:00-4:30 p.m.