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Santa Barbara City College
College Planning Council
October 4, 2016
3:00-4:30 p.m.

Minutes

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1.0 PRESENT:
A. Beebe, Chair, President
E. Auchincloss, President, CSEA Chapter 289
P. Bishop, Vice President, Information Technology
P. Butler, President, Academic Senate
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. English, Vice President, Human Resources
P. Jarrell, Executive Vice President, Educational Programs
J. McPheter, Representative, Classified Staff
K. Monda, Past President, Academic Senate
M. Moreno, Representative, Advancing Leadership Committee (for V. Pelton)
K. O'Connor, Representative, Academic Senate
D. Raiman, President, Associated Student Government (non-voting)
C. Salazar, Representative, Classified Staff
P. Stark, Representative, Academic Senate
J. Sullivan, Vice President, Business Services
L. Vasquez, Vice President, Academic Senate
J. Walker, Representative, Advancing Leadership Committee

ABSENT:
V. Pelton, Representative, Advancing Leadership Committee

OTHER ATTENDEES:
C. Alsheimer, Representative, Academic Senate
L. Maas, Controller
K. Neufeld, Dean, Educational Programs
L. Reyes-Martin, Director, Communications
M. Spaventa, Dean, Educational Programs

2.0 CALL TO ORDER

2.1 Approval of the 9/20/16 minutes. (Att. 9/20/16 Minutes)

 M/S/C (Bishop/Sullivan) to approve the minutes. The motion passed with 14 approvals and one abstention.

3.0 ANNOUNCEMENTS

3.1 Jason Walker announced that Melissa Moreno, Dean of Educational Programs, was attending the meeting in Vanessa Pelton's absence.

3.2 Dr. Beebe congratulated Dr. Jack Friedlander and his team for acquiring a Title III grant in the amount of $5.3 million.

3.3 Dr. Beebe announced that the five year budget projections were worse than originally thought. He proposed meetings with CPC+ on Tuesday, October 11, 3:00-4:30 p.m. and on Friday, 12:00-2:30 p.m. Council was asked to submit their CPC+ representatives to Paulmena Kelly, who would notify Council and CPC+ members of the meeting specifics.

4.0 INFORMATION ITEMS

4.1 2015-16 Program Evaluation Committee's (PEC) Annual Report – K. Monda (Att. 2015-16 PEC Annual Report)
Dr. Kim Monda presented the *2015-16 Program Evaluation Committee's (PEC) Annual Report*. Dr. Monda noted that this was the second annual PEC report and thanked Dr. Priscilla Butler and Dean Marilynn Spaventa for being the new committee co-chairs going forward.

Dr. Monda reported that one charge of the committee is to make recommendations regarding program improvement, but due to the newness of PEC's process, the committee focused on programs' best practices relating to the Educational Master Plan's (EMP) strategic goals. Dr. Monda stated that by the end of this academic year, every program will have had a complete program review read by PEC.

Dr. Monda also reported that PEC has developed a survey template to be completed by programs. The committee identified commendations and recommendations, as well as trends and effective practices. The report connected program activities to particular EMP strategic goals, and specified recommendations for revisions to the EMP and to the Program Review template.

Another charge of PEC's is to identify ideas or trends in program reviews that aren't reflected in the EMP. Two such trends were related to employee workload, and insufficient program staff and faculty. The report also noted the trend of collaboration and cross training between employees.

Questions and discussion ensued. Kathy O'Connor informed Council that the Curriculum Advisory Committee had met and included new programs in the PEC evaluation process. She suggested that a model of an educational programs' review be distributed to divisions to help guide them through the process. Finally, Dr. Monda and Dr. Butler confirmed that PEC reviews programs to determine program vitality.

5.0 DISCUSSION ITEMS

5.1 Overview of Noncredit Courses – A. Beebe (Att. The Reemergence of Noncredit in the California Community Colleges)
Dr. Beebe provided a broad overview of the noncredit programs. He distributed an article to Council from the state's academic senate, "*The Reemergence of Noncredit in the California Community Colleges.*" He explained that noncredit programs provide students with personal enrichment classes, as well as an educational gateway for those working toward goals such as employment or promotion, transitioning to a credit program, and mastering pre-collegiate skills. Dr. Beebe informed Council that approximately 85% of all community college noncredit classes are ESL (English as a Second Language). He further noted that Student Success and Support Program and equity funds provide support for noncredit students to participate in educational plans. Dr. Beebe explained that noncredit programs, including ESL, immigrant citizenship, basic skills, health and safety, home economics, parenting, older adult, and short term vocational courses, as

well as Disabled Students Programs and Services, generate funding on two levels. Enhanced (college or job preparation classes) are reimbursed at $5000 per FTES (Full Time Equivalent Student). Non-enhanced (personal enrichment) are reimbursed at $3000 per FTES. One unit of noncredit FTES is equivalent to 525 positive attendance hours.

Dr. Melissa Moreno informed Council that a coding error occurred in the transfer of enhanced and non-enhanced data from the Lumens system to Banner. When this gets resolved, it's possible that the college will realize an increase in noncredit revenue. Dr. Paul Jarrell added that some of our current courses will be categorized as enhanced as soon as the state chancellor's office approves them.

Dr. Beebe expressed appreciation for Andy Harper, Executive Director of the Center for Lifelong Learning, for his contributions to the college.

5.2 Process for Creating a Vision Statement – A. Beebe, P. Butler, P. Jarrell, L. Reyes-Martin (Att. Process for Developing SBCC's Vision Statement)
Dr. Priscilla Butler presented the process for creating a vision statement. She reviewed the document, *Process for Developing SBCC's Vision Statement*, explaining that the first half of the document shows the steps that have been taken thus far, and the second half of the document shows the next steps to be taken. Next steps in the process include holding campus forums led by a CPC approved ad hoc workgroup with the goal of formulating ten key concepts, words and/or values. The forums would be followed by a campus wide survey for ranking the key concepts, and the top key concepts would then be incorporated into the vision statement. The ad hoc workgroup in charge of drafting the statement would be composed of an administrator appointed by Dr. Beebe, the Academic Senate President, the Director of Communications, the Director of Diversity, Equity and Cultural Competency, and a representative from the Associated Student Government. The final draft would be submitted to CPC for approval in January/February, and to the Board of Trustees in March.

Discussion ensued. It was agreed to include a representative from the classified governance group on the ad hoc workgroup. It was also agreed to provide a means for those who cannot attend the forum to send key words or ideas to a specific email or link.

A straw vote was conducted on the process presented at the October 4th CPC meeting and the process presented at the September 20th CPC meeting. The majority of Council agreed on the use of the process presented at the October 4th meeting. Two Council members abstained.

M/S/C Butler/O'Connor to move the Process for Developing SBCC's Vision Statement to action. Motion passed with 13 approvals and two abstentions.

M/S/C Monda/Stark to approve the Process for Developing SBCC's Vision Statement with two amendments. Motion passed with 13 approvals and two abstentions.

5.3 SERP Process – J. Walker
It was agreed to carry the agenda item to a future meeting. Dr. Beebe stated that questions regarding the SERP process would be addressed at the CPC+ meeting scheduled on October 11, 2016.

6.0 ACTION ITEMS

7.0 ADJOURNMENT

7.1 The next CPC meeting is a CPC+ Emergency meeting scheduled for Tuesday, October 11, 2016 in the Gourmet Dining Room from 3:00-4:30 p.m.