

Santa Barbara City College
College Planning Council
February 7, 2017
3:00-4:30 p.m.

Minutes

1.0 PRESENT:

A. Beebe, Chair, President
E. Auchincloss, President, CSEA Chapter 289
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
K. Laris, Chair, Planning and Resource Committee
L. Maas, Acting Vice President, Business Services
J. McPheter, Representative, Classified Staff
K. Monda, Past President, Academic Senate
K. O'Connor, Representative, Academic Senate
V. Pelton, Representative, Advancing Leadership Committee
D. Raiman, President, Associated Student Government (non-voting)
C. Salazar, Representative, Classified Staff
P. Stark, Representative, Academic Senate
L. Vasquez, Vice President, Academic Senate
J. Walker, Representative, Advancing Leadership Committee
D. Watkins, Representative, Advancing Leadership Committee

ABSENT:

P. Bishop, Vice President, Information Technology

OTHER ATTENDEES:

K. Neufeld, Dean, Educational Programs
L. Reyes-Martin, Director, Communications and Marketing
A. Perez, Dean, Educational Programs

2.0 CALL TO ORDER

2.1 Dr. Beebe called the meeting to order.

3.0 MINUTES

3.1 Approval of the December 6, 2016 Minutes

M/S/C (Auchincloss/McPheter) to approve the December 6, 2016 minutes. The motion passed unanimously.

4.0 ANNOUNCEMENTS

- 4.1 Jason Walker announced that Dan Watkins would attend the meeting in Paul Bishop's absence.

5.0 INFORMATION ITEMS

- 5.1 Reorganization of the Office of Educational Programs – P. Jarrell (Att. [Reorganization of the Office of Educational Programs](#))

Dr. Beebe prefaced the presentation of the Reorganization of the Office of Educational Programs (Ed Programs) by reminding Council that reorganizations presented to CPC as information items have undergone previous vetting by various campus constituency groups. He noted that the reorganization of the Office of Communications would not be included in the presentation, as originally intended, but would be brought back to Council at a future date. The amended attachment, *Reorganization of the Office of Educational Programs Draft 2.6.17*, was distributed by Dr. Paul Jarrell and will appear on the CPC website after the meeting.

Dr. Jarrell began his presentation by noting that the Office of Institutional Effectiveness, currently the Office of Institutional Assessment, Research, and Planning, was included in the Ed Programs reorganization as the department would likely fall under the supervision of the Vice President of Educational Programs. He proceeded to review departmental staffing changes due to the SERP. The reorganization calls for the elimination of the positions of Executive Vice President, Senior Director, and Research Analyst, and the establishment of the management position of Director of Institutional Effectiveness and Student Success. Dr. Jarrell stated that the department's focus would be on institutional effectiveness and prioritizing workflow. He added that, ideally, grant funds would be used to support grant reporting.

Dr. Jarrell reviewed the pending administrative staffing changes within Ed Programs including four vacancies, two Dean and two Director positions, and the resulting staffing recommendations. He added that the position of Enrollment Services Coordinator would be elevated to the level of Director, with a focus on unifying the outreach efforts of the Communications and Marketing department and Student Services, in order to promote student retention and success. He clarified that the reorganization would require the redistribution of assignments among the Deans in order to ensure equitable workloads.

Classified staffing changes within Ed Programs were reviewed. Dr. Jarrell noted that, among the 20 vacated classified positions, 13 would be replaced and one would be eliminated. He also mentioned that he is working on a reorganization of the Student Health and Wellness department which would not impact the college's general fund.

Dr. Jarrell concluded his presentation with a summary of the Educational Programs faculty, management and classified positions that will be vacated, replaced, added, or eliminated. He explained that the savings resulting from the reorganization takes into account the loss of salaries, the costs of replacement positions, any payouts due to vacation time and/or banked TLUs (Teaching Load Units), and changes in salary due to position reclassifications.

Questions and discussion ensued.

5.2 Five-Year Fiscal Update – L. Maas

Lyndsay Maas presented an update of the college's five-year fiscal projection taking into account the SERP figures. She stated that, at this time, the college is facing a \$4.5 million deficit in 2017-18, down from \$9 million. It was suggested that the projections be publicized to the campus community.

Ms. Maas informed Council of the development of a new CPC subcommittee, the Budget Resource Allocation Committee (BRAC). She proceeded to ask for volunteers while cautioning that the committee would require a sizable time commitment. BRAC will hold budget meetings, giving college budget supervisors the opportunity to present their departmental budgets. Ms. Maas noted that BRAC proceedings will be incorporated into the budget development.

In response to questions, Luz Reyes-Martin gave a brief update on marketing.

A draft of BRAC's guidelines will be brought to a future CPC meeting for discussion and vetting.

5.3 Updated Distance Education Plan – K. Neufeld (Att. [Distance Education Plan](#))

Kenley Neufeld provided an update of the Distance Education Plan which incorporates the 2015 accreditation team's recommendations for the college. He noted that the plan outlines the relationship between the Distance Education Plan and Program Review, as well as to resource allocation. In addition, the updated plan includes a chart of Distance Education Plan goals and a cost column.

5.4 Integrated Planning Workgroup Follow-Up to Educational Master Plan – R. Else (Att. [EMP Annual Report Fall 2016](#); [IPW Agenda and Minutes Jan. 20, 2017](#))

Robert Else informed Council that the Integrated Planning Workgroup (IPW) met to discuss the process for adding new strategic directions and/or goals to the Educational Master Plan (EMP), as well as a specific new strategic goal recommended by the Program Evaluation Committee (PEC). He reported that the IPW concluded that a new strategic goal was not necessary, but that recurring themes brought forth by PEC still need a forum for discussion.

Questions and discussion ensued with regard to some of the EMP's goals.

5.5 Institutional Assessment, Research, and Planning Request Form – R. Else (Att. [IARP Research Request Form](#))

Robert Else presented the new form by which college personnel may submit requests for research to the department of Institutional Assessment, Research, and Planning (IARP). The form will assist the department in categorizing and prioritizing incoming requests.

Question #13 on the form, which asks with whom the requestor plans on sharing the information, prompted a discussion regarding public versus private information. It was suggested that the question be optional.

6.0 DISCUSSION ITEMS

- 6.1 Application for California Guided Pathways Project: First Reading – P. Butler (Att. [Introduction to California Guided Pathways](#); [CA Guided Pathways Invitation to Apply](#); [CA Guided Pathways Readiness Assessment](#); [PWs-Demystified-Johnstone-11/03/15](#))

Dr. Priscilla Butler gave a brief explanation of the California Guided Pathways Project, California's version of the Guided Pathways national initiative. The project is built upon four pillars of educational improvement: Clarity, Intake, Support, and Learning. Each component is designed to provide guidance and support to students who are new to the community college system. Dr. Butler noted that the project is meant to work with existing college programs.

Some Council members expressed concerns about undertaking such a large project and subsequent changes it would generate.

Dr. Butler noted that data on institutions participating in Guided Pathways shows that student goal completion increases dramatically, most markedly for ethnic minority populations.

- 6.2 Review of SBCC Draft Vision Statement: First Reading– P. Butler (Att. [SBCC Draft Vision Statement for CPC Review](#))

Dr. Butler presented the final draft of the college's Vision Statement.

M/S/C (Stark/Salazar) to move the SBCC Draft Vision Statement to action. Motion passed unanimously.

M/S/C (Auchincloss/McPheter) to approve the SBCC Vision Statement. Motion passed unanimously.

- 6.3. Accreditation Follow-Up Report: First Reading – R. Else (Att. [March 2017 Accreditation Follow-Up Report-DRAFT](#))

Robert Else asked CPC for feedback on the Accreditation Follow-up Report. He informed Council that the report would be circulated among the college's governing groups and will be presented to CPC for a second reading and action at the next meeting.

7.0 ACTION ITEMS

(See 6.2)

8.0 ADJOURNMENT

- 8.1 The next CPC meeting is scheduled for Tuesday, February 21, 2017 in Room A281C from 3:00-4:30 p.m.