

**Santa Barbara City College
College Planning Council
Tuesday, May 5, 2009
3:00 pm – 4:30 pm
A218C
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Broderick, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, K. Molloy, J. Sullivan

GUESTS: L. Stark, K. O'Connor, L. Vasquez

ABSENT: C. Avendano, S. Knotts, C. Ramirez

Call to Order

Superintendent/President Dr. Serban called the meeting to order.

1. Approval of the minutes of the April 7, 2009 and April 21, 2009 CPC meetings.

M/S/C [Garey/Guillen] to approve the April 7, 2009 and April 21, 2009. Everyone in favor.

Information Items

1. Status of P2 apportionment report (FTES report) certification for the system by the Chancellor's Office.
 - a. Superintendent/President Dr. Serban reported that the Chancellor's Office will have the updated Exhibit C report ready by June 25, 2009. Exhibit C guides us in preparing our final report to the State. This report is late because a mistake was made by the State Chancellor's Office in processing the information reported in the P1 report, which means that the numbers need to be recalculated. As a result, we will receive less growth money than the 1.5 million that was expected.

Actions Items

2. Endorsement of the institutional self study for re-affirmation of accreditation.

- a. Draft #6 available at <http://www.sbccc.edu/accreditation/index.php?sec=2862>

Superintendent/President Dr. Serban reported that we will present the "almost final" draft of our self study to the Board at the Study Session on May 14th. She said we have received a lot of useful feedback on the self study not only from the Academic Senate,

but staff, students and the community at large. She reported that our Substantive Change review was submitted. Doug Hersh worked very hard, with a group of staff, on this report that needs to be presented and approved prior to the submission of the self study.

3. M/S/C [Friedlander/Meyer] to endorse Draft #6 of SBCC's Institutional Self Study for re-affirmation of accreditation. Everyone in favor.

4. Approval of BP 4170 Program Review.

- a. Superintendent/President Serban pointed out two minor changes made to the document to make it consistent.

M/S/C [Serban/Molloy] to approve BP 4170 Program Review. Everyone in favor.

5. Approval of BP 2410 Board Policy and Administrative Procedure.

- a. Superintendent/President Dr. Serban pointed out the two clarifying changes she made to this document.

M/S/C [Alarcon/Molloy] to approve BP 2410 Board Policy and Administrative Procedure. Everyone in favor.

Discussion Items

6. Tentative budget for 2009-10. VP Sullivan reviewed the handout of the draft of the 09/10 Tentative Budget Assumptions for the 09/10 Tentative Budget first, prior to presenting the tentative budget. He then reviewed the General Fund – Unrestricted Preliminary Budget that will be presented to the Board at the next meeting.
7. Contingency planning in case of 1) late budget and no payments from the State for months and/or 2) reduction in State apportionment for 2009-10 (if Measure 1A does not pass, SBCC's potential share of the 2009-10 budget reduction is \$4.4 mill based on data provided by the State Chancellor's Office and the League).
 - a. Superintendent/President Serban said we may have to cut sections for Fall and Spring as a very last measure. We won't cut English and Math because they are the basics. We may need to cut sections to save from \$500,000 to \$1 million from our budget. We have input from Deans at the Deans' Council and we would like further input from the faculty before they leave for the summer. Further discussion took place.
8. Development of the Educational Master Plan proposed structure.
 - a. VP Friedlander handed out and reviewed the format for Educational Master Plans from Palomar and Modesto Community Colleges. The Educational Master Plan

drives an institution's facilities plan.

9. He stated that we have the same information these two colleges have in their master plans and the information is now in the program reviews. We will take that information which will become the basis for the Educational Master Plan. However, in the current format of the program review, the needs related to facilities are not accompanied by a brief narrative, as presented in the two examples of master plans, and having these brief narratives in the future will make the task of using the program reviews as the basis for the Educational Master Plan much easier. Superintendent/President Serban recommended that next year we modify the program review template to ask for such a brief narrative. For now, we can create an interim Educational Master Plan for 2009-11 using the needs identified in our program reviews and the long-range development plan. Normally, it would make sense for the College Plan and the Educational Master Plan be aligned time wise. Then we will develop a new Educational Master Plan in conjunction with the development of the new college plan for 2012-2015. Everyone agreed with this proposed approach.
10. Framework for evaluating institutional governance and committee structure – draft survey (attached, also provided on April 7, April 14 and April 21) – Andreea Serban
 - a. Discussion of a proposed structure and timeline (handout) - This item was not discussed at this meeting.

Objective 5.1 In 2008-09, develop a framework for regular evaluation and improvement of institutional shared governance and decision-making structures and processes and conduct the evaluation (College Plan 2008-11).

Objective 5.2 In 2009-10, develop and implement a plan that responds to the evaluation of each constituency group's effectiveness in the shared governance process (College Plan 2008-11).

11. Procedure for operational program reviews (handout).
 - a. Superintendent/President Serban reviewed the draft of AP No. 4170C. This is the Administrative Procedure 4170C for the Operational Program Review. After a short discussion, it was decided that a copy would be emailed to CPC Members for their input. Then this AP would be presented and discussed at the May 14th Board Study Session.
12. Discussion and ranking of program reviews resource requests. Superintendent/President Serban said that she will email a spreadsheet with columns for each member of CPC to enter their ratings. This will be discussed at the next CPC Meeting.

Superintendent/President Serban Meeting adjourned the meeting

Next meeting: Tuesday, May 19, 2009 3:00-4:30pm A218C