

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL
July 29, 1987

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, L. Fairly, P. Freeman, T. Garey, C.
Hanson, E. Hodes, D. Oroz
ABSENT: J. Diaz, B. Trotter
GUESTS: E. Cohen, D. Sloane

APPROVAL OF MINUTES: June 23, 1987

M/S/C Freeman/Garey Unanimous

DISCUSSION ITEMS

REPLACEMENT OF DEAN OF INSTRUCTIONAL SERVICES AND DIVISION REALIGNMENTS

Vice President Romo informed the Council that due to advertising and time-line constraints, the position of Dean of Occupational and Career Education, created by the unexpected retirement of Mel Elkins, probably would not be filled until January, 1988. The Chair submitted his proposal (Handout #1, attached) for the reorganization of the Occupational Education and Business Divisions, noting that the recommendations will be presented at the Rep Council prior to review and approval by the President.

Mr. Romo stated that the proposed reorganization of the Occ. Ed and Business Divisions was made on the following bases: (1) significant comments, suggestions and principles expressed by departmental staff members concerned about the future planning for their departments, (2) the need to change the status of occupational programs on campus, and (3) the need to maintain a cohesiveness within those departments which are technologically oriented. He added that there was near-unanimous endorsement of the proposed changes.

The division organizational changes are summarized as follows:

1. To change the title of Occupational/Career Education Division to Technologies Division to reflect the increasing emphasis on technology within its departments, and to shift into that division the Business Office Education Department.
2. To change the title of Health Technologies Division to Health Technologies/ Human Services Division and shift into that division Administration of Justice, Early Childhood Education and Cosmetology.
3. To transfer the Hotel/Restaurant/Culinary department to Business Education, with Jack Friedlander as the Division Dean.

4. To assign responsibility for Instructional Support Services (Media, TV studio, Library, CAI, Teacher Aides/Readers and Instructional Computer Planning Committee (ICPC) to the new dean of Technologies.

Several members pointed out that although the TV studio is presently a component of the Instructional Support Services, its activities are closely aligned to the Theatre Arts Department. Consequently, Dr. Freeman asked to be included in future discussions on its use.

The Chair explained briefly the rationale for some of the departmental changes. He noted, for example, that the increasing use of technology in the BOE department would logically place it in the Technologies Division. The Chair reported that his survey of other colleges revealed that Hotel, Restaurant and Culinary Programs are generally included within the Business Division, and that this change was enthusiastically endorsed by department chair John Dunn.

HEARING STAGE

LOTTERY REQUESTS, 1987-88

The Chair distributed (Handout #2, attached) a preliminary list of lottery items requested by Academic Affairs, Student Services and the President's Office. He stated that additional requests would be accepted in September, prior to the scheduled ranking process in October and November. The Chair noted that the lottery list contained a number of items determined by the President as "priority." (See Page 1, Handout #2). Although the Council generally supported these requests, there was considerable discussion on the item submitted by the Athletic Department (Student Services) for \$20,311 to purchase video equipment. Vice President Fairly explained that a ruling by the Western States Conference stated that participating colleges must exchange video films of their football games. Presently there are insufficient funds in the co-curricular budget to purchase the necessary equipment. Members expressed concern about the amount of funding requested for one activity. The Chair asked that Mr. Dinaberg, Athletic Department Chair, attend the next CPC meeting to respond to the Council's comments, and to report on potential uses for the equipment on a college-wide basis.

It was pointed out that several of the major items on the priority listing have been funded previously through lottery monies, and members questioned whether this practice adhered to the guidelines established by CPC. The Chair and the Business Manager responded that these requests comply with Criterion #2, "Lottery funds should be used for one-year-only expenditures."

The next meeting of the CPC will be on Thursdy, August 6, 2:00 p.m. in A-218C.

jdm

Attachments

cc: Dr. MacDougall

Deans

Division/Department Chairs

Rep Council

Ms. Harrington

Mr. Ullom

Santa Barbara City College

DATE: August 6, 1987
 TO: John Romo
 FROM: Elaine L. Cohen, Dean, Instructional Services *Elaine*
 RE: Proposed Budget for New Faculty Orientation

STIPENDS

16 new contract faculty X \$16/hr X 12 hrs	\$3,072
3 Faculty Enrichment Teachers X \$18/hr X 8 hrs/ea	<u>432</u>
TOTAL	\$3,504

EC/jdm

ARTICULATION COUNCIL

BUDGET -- 1986-87

Item	<u>Budgeted</u>	<u>Expenditures</u>	<u>Balance July '87</u>
Printing Duplication	\$ 500.	\$ 50.	\$ 450.
Supplies Postage H.S. Math testing	500.	242.	258.
Travel & Conference Departmental meetings: Math, Science, Music, English, Business, Foreign Language, Counselors Workshops: English, Science SBCC H.S. Senior Orientation	3,000.	2,265.	750.
Grant Consultant	1,000.	-0-	1,000.
Liaison Consultant Spring '87 only (See attached: Job description, activities summary)	5,000.	4,370.	
TOTALS	\$10,000.	\$ 6,927.	\$2,458.

CD-7/21/87

ARTICULATION COUNCIL

BUDGET PROPOSAL

REQUEST: Academic Year 1987-88

<u>Item</u>	<u>Amount</u>
Printing &	\$ 500.
Duplication Supplies	500.
Travel & Conference	3,000.
Grant Consultant	1,000.
Liaison Consultant (12 hrs./week)	<u>10,000.</u>
TOTAL	\$15,000.

POSITION DESCRIPTION: ARTICULATION LIAISON CONSULTANT

ARTICULATION COUNCIL:
Santa Barbara City College
Santa Barbara School District
Carpinteria High School

- o Assists Chairperson in planning, implementing and recording activities of the Articulation Council, to include setting of agendas, compiling minutes, scheduling meetings for the Articulation Council and all subcommittees.
- o Assists the SBCC Vice President of Academic Affairs in implementing articulation activities.
- o Assists the SBHS District Director of Curriculum in implementing articulation activities.
- o Assists articulation program leaders in carrying out area activities.
- o Works with the High School Coordinator of School and Business Relations Counselor and SBCC-High School Relations with Schools Committee in coordinating SBCC outreach activities.
- o Assists Matriculation staff in coordinating activities between the college and the High School Districts.
- o Is responsible for coordinating documentation of formal articulation agreements between departments and programs.
- o Reports to the Chairperson of the Articulation Council Steering Committee.

ARTICULATION LIAISON CONSULTANT

ACHIEVEMENTS/ACTIVITIES -- Spring '87

- o Met Initially with Individual members of Council
- o Visited Santa Barbara schools meeting counselors, teachers, and administrators
- o Coordinated plans for English Essential Skills workshop
- o Attended English Dept. dinner meeting, minutes, written summary to participants
- o Participated in writing JTPA grant proposal, coordinated associated meetings
- o Participated in organization of Articulation Evaluation process/Questionnaire, typing, mailing, collating results, printing
- o Collected information, prepared text and organization charts/transparencies for Articulation presentation by Drs. MacDougall and Peeler at Chabot College
- o Attended meeting of SBS District Curriculum Planning Committee to give Articulation update
- o Prepared "Articulation Newsletter" information for distribution bi-monthly with High Schools' Relations Newsletter
- o Coordinated plans for departmental dinner meetings: Business, Foreign Languages -- facilities arrangements, agenda preparation, information handouts, reservations, attended, written summary to participants.
- o Coordinated plans for Science Workshop
- o Coordinated plans for and attended Office Occupations Articulation meeting
- o Met regularly with Chairman of Council
- o Coordinated and attended Executive Steering Committee meeting facilities, agendas, and minutes
- o Coordinated and attended Monthly Articulation Council meeting facilities, agendas, minutes
- o Maintained Budget accounts
- o Began to establish working relationships with faculty/administrators.

ARTICULATION ACTIVITIES SUMMARY - 1986-87

DEPARTMENTAL ACTIVITIES

- o SCIENCE: SBCC Science Department sponsored an Open House and dinner for high school Science faculty. Follow-up meetings have included possible coordination of lab activities and faculty exchange opportunities.

Dr. Eveling, Professor of Zoology and Acting Director of Marine Institute - UCSB, presented a seminar May 21 for the SCIENCE faculties of SBCC, SBSB, Carpinteria, and Westmont College.

- o THEATER ARTS: Over 300 high school students attended a special matinee of the SBCC production of "Brighton Beach Memoirs." The second annual Theater Arts outreach program visited high schools and junior high schools. Band members participated in joint concerts.
- o FOREIGN LANGUAGES: Representatives from all the schools met for dinner and discussion of teaching methods and articulation activities. Individual faculty members will be contacted to form a program subcommittee.
- o BUSINESS: Faculty members from the districts met for dinner and to discuss "Marketing Strategies" for increasing students' interest in business courses and suggestions for ways faculty members can work together to implement those strategies.

The BUSINESS departments are exploring the possibility of reviving an office skills articulation program developed in conjunction with ROP.

- o ENGLISH departments met for dinner and discussion of the SBCC Assessment program and Articulation. High School faculty requested that SBCC offer 11th grade assessment to aid in diagnosis and motivation of students. English 1 offered at high school.

SBCC presented an Essential Skills/Developmental Studies workshop to discuss materials, courses, and programs and to tour the Writing Lab/Skills Center.

- o MATH Instructors visited SBCC to preview the ASSESSMENT program. SBCC will provide assessment information to the high schools. Calculus offered at high school.
- o ASSESSMENT: SBCC will administer Math and English assessment tests to 11th grade students.
- o The High School ACADEMY program in Electronics is in development under the coordination of the SBSB staff. SBCC and ROP staff are serving as representatives to the advisory and curriculum committees.

LOTTERY 87-88
PRIORITY ITEMS

Dept.	Item	Est. Cost
Fac Enrich Articulation	New Faculty Orientation Fund consultant and activities	3,500 10,000
Athletics Counseling	Video equipment Coverage of .5 FTE bf O Romero contract Faculty Advising pilot G. Gregory Industry outreach	20,311* 15,000 11,000 36,000
		95,811

*Tabled

JR/jdm
Recommended for Approval, CPC
August 6, 1987

LOTTERY 87-88
 PRIORITY ITEMS

Dept.	Item	Est. Cost
Fac Enrich	New Faculty Orientation	3,500
Articulation	Fund consultant and activities	10,000
Athletics	Video equipment	20,311
Counseling	Coverage of .5 FTE bf O, Romero contract	15,000
	Faculty Advising pilot	15,000 .
	G. Gregory Industry outreach	36,000 .
Dental Assisting	Augment supplies account: (one time only)	1,000
		100,811

LOTTERY REQUESTS 1987-88

ACADEMIC AFFAIRS

Dept	Item	Est Cost
Business Admin	6 TLUs reassigned time	6,300
Chemistry	Display case	
	3-Gas chromatographs	30,000
PE	Continue renovation of weight room equipment	12,600
	New floor-PE114	12,000
	Stacking chairs	7,500
	Typewriter	900
	CPR manikin	600
	General Student Hourly for wellness and cage area.	4,000
Library	IBM micro	2,500
	IBM Action writer typewriter	350
	2-Drawer filing cabinet	75
Drafting	Copying Machine	800
	IBM Selectric typewriter	1,300
	Software updates	5,940
History	Video disks	300
	Audio tapes	50
	Maps	200
	Computer printer stand	100
Faculty Enrichment	New Faculty Orientation	3,500
	Part time faculty honorariums for completion of a course on instruction	3,000
Auto	Replace lights in A 108	4,500
Articulation Council	Consultant and accounts for articulation activities	10,000
English	Laserwriter plus Printer	4,000
Concept magazine	Printing Costs	2,500
Math/English Dept	FTE regular classified secretary	20,000
Dental Assisting	Supplies allocation	1,000
	Applications Clerk	5,200
		139,215

PRESIDENT'S OFFICE

Dept	Item	Est Cost
Personnel	Affirmative Action recruitment and advertising	2,000
	Classified hourly	5,000
		7,000

STUDENT AFFAIRS

Dept	Item	Est Cost
Counseling	Coverage of .5 FTE of O. Romero contract	15,000
	Faculty Advising pilot	15,000
	G. Gregory Industry outreach	36,000
Athletics	Video machine	20,311
	Equipment/supplies	33,350
		119,661

ARTICULATION COUNCIL

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