Santa Barbara City College
College Planning Council
Tuesday, October 6, 2009
3:00 pm – 4:30 pm
A218C
Minutes

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, J. Friedlander, T. Garey, A. Garfinkel, M. Guillen, K. Molloy, K. Monda, D. Nevins, C. Ramirez, N. Ridgell

GUESTS: J. Meyer, K. O'Connor, M. Spaventa, L. Stark, L. Vasquez

ABSENT: J. Sullivan, E. Harrington

Call to Order

Superintendent/President Serban called the meeting to order.

1. Approval of minutes from the September 22, 2009 CPC meetings (attached)

    M/S/C [Guillen/Dean] to approve the minutes with the corrections of the September 22nd CPC meeting minutes noted by I. Alarcon. All in favor except Tom Garey who abstained because he had not read them.

Information Items

2. SBCC won the Green California Community Colleges Summit Leadership Award in the category of "Green Campus." The criteria included community colleges which have "the most comprehensive green programs and projects, including green building, renewable energy, student sustainability initiatives, and sustainability-integrated curriculum. " The award is presented at the Summit Conference Awards Ceremony today in Pasadena.

    a. Superintendent/President Serban congratulated Doug Hersh, Julie Hendricks and Rob Morales who at 5pm will be presented the "Green Campus" Award by the Green California Community Colleges Summit Leadership.

3. SBCC was awarded a grant for a Customer Service Institute Training, which will be implemented by our Professional Development Center in conjunction with the County of Santa Barbara. Congratulations Diane Hollems!

    a. Superintendent/President Serban reported that this grant submitted by Diane Hollems is funded from the Federal Stimulus money Santa Barbara County received. She pointed out that this is an excellent partnership.

b. Doug Hersh also was awarded a $300,000 grant for "green jobs".

c. There was further discussion regarding the grants.

Discussion Items

4. Update on the accreditation visit.

   a. Superintendent/President Serban distributed the Accreditation Visiting Team brochure with photographs of the Team Members, their titles and Standard assignment. She stated that the brochure will be sent campus-wide, so Faculty and Staff will recognize the team members. The Team members will also have badges identifying them as Accreditation Team Members.

   b. Superintendent/President Serban reported that the Accreditation Team Members are starting to send in their meeting requests and as soon as she has all the requests, the college members will be informed as soon as the information is complete. Superintendent/President Serban distributed the list of scheduled Accreditation Visit Open Meetings and Exit Report meeting. The Open Meetings give an opportunity for employees and students to meet the team and ask them questions or offer any comments. There was discussion about which team members would be there and the questions some of the CPC members may ask. Superintendent/President Serban encouraged the members from CPC, if they are available, to attend the Exit Report on October 22nd in the Interim Theatre. At this meeting, the Chair of the Accreditation Team, Dr. John Nixon, will present the findings of the team. Superintendent/President Serban stated that the team will not share, at that time, what the actual recommendation is regarding the College's Accreditation status. The Team Chair submits that information to ACCJC who will decide what our recommendation is at their January 2010 meeting, after which they will send the college a letter with their decision. Further details about these meetings were discussed.

   c. Update memo provided to accreditation team on Sep 4. Superintendent/President Serban stated that this memo, which was included in the attachments, regarding the college's developments since the completion of the institutional self study is self-explanatory.

   d. Review of some questions included in the Guide to Evaluating Institutions, August 2009. Also discussion of requests for additional documentation received from team members to date. Superintendent/President Serban reported that various Accreditation Team members are sending in questions as a result of looking at our self study. Referring to the Guide, Superintendent/President Serban explained that the

Accreditation Team is trained to use and refer to the questions within the Guide when they read the self study and when interviewing employees and students. Superintendent/President Serban used a question on page 29 as an example question that the Accreditation Team Member could ask regarding how the institution verifies that students receive a course syllabus that includes student learning outcomes (SLOs). There was further discussion regarding this topic. Executive VP reported that in this area we are in good shape. Superintendent/President Serban continued to give examples of some of the questions and there was further discussion.

5. College priorities for 2009-10 (attachment)

   a. Objectives from the College Plan 2008-11 and District Technology Plan 2008-11 on which to focus in 2009-10.

      a. Superintendent/President Serban reported that one question from an Accreditation Team Member was regarding meeting the deadlines stated in the College Plan for objectives 1.22 and 1.23. Serban said that there are a number of these objectives in our College Plan where it is states that by a certain time we would have baseline data and annual targets completed, and that we have not completed these tasks for a variety of reasons. Superintendent/President Serban and Executive Friedlander stated that the evidence of what has been worked on so far as well as a good strategy to meet a completion date needs to be articulated to the team. Serban reported several other examples of questions that were asked by the team and there was further discussion. Serban stated that no matter the Standard, the team will most likely ask about the budget and how it has impacted the College. Superintendent/President Serban reported that the team has requested that they meet with some committees that do not have a regularly scheduled meeting during the time of their visit. The VPs and the chairs of those committees will be notified.

   b. Planning agendas identified in the self study (attachment). Superintendent/President Serban pointed out the additions to the August 25th College Priorities that are now in the October 6th version. The additions exist as both College priorities and planning agendas. Superintendent/President Serban stated that eighteen of the planning agendas need to be completed in 2009 – 10. Superintendent/President Serban and the council members clarified which individuals and committees are responsible for which specific planning agendas. Superintendent/President Serban asked for volunteers to work on the College-wide Planning Agenda Number Three. A workgroup was formed consisting of VP Ehrlich as Chair, Academic Senate Member Alarcon, CSEA President Auchincloss, VP Bishop, Academic Senate Member Nevins, Student Trustee Ridgell and Campus Diversity Director Rodriguez-Kiino, as resource. VP Ehrlich said they will meet the week of October 12th. Superintendent/President Serban asked to see written suggestions about what would be a way to evaluate the governance

structure, decision making structures and processes to bring to the Academic Senate and CPC this year. Superintendent/President Serban stated more detailed expectations for planning agenda number 13 and that this will involve many more departments than stated. Superintendent/President Serban informed the members that the results of our Planning Agendas, of what we have set forth for ourselves that has been completed, are reported in the mid term report sent to the Accrediting Commission of Community and Junior Colleges (ACCJC),   which is due October 15, 2012.   Superintendent/President Serban previewed the agenda for the next CPC Meeting in BC214 on October 20 : discussion of the Draft of the Interim Educational Master Plan, and status update on Planning Agendas (what has been completed, started, and not started).   There was further discussion about the next meeting and the attendance of the Accreditation Team.

6. Budget Development for 2010-11 – Joe Sullivan, Andreea Serban

   Due to illness, Vice President Sullivan was not at this meeting. Superintendent/President discussed this item instead.

   a. Categorical programs

       i. Communication from the Chancellor's Office regarding administrative relief for categorical programs (attachment) and implications for budget planning for 2010-11.

       ii. Overall guidelines and criteria for using general fund reserves to augment state budget cuts to categorical programs. Superintendent/President Serban stated that in order to create overall guidelines and criteria for using general fund reserves to augment state budget cuts to categorical programs, there are some facts to consider such as the amount of money from the general fund that is currently augmenting the categorical programs and the percentage being met for 2009 – 10 vs. 08 – 09. Superintendent/President Serban suggested that in order to discuss options for categorical programs, quantifiable information needs to be gathered such as comparing what has been spent this year versus last year between the permanent positions, the coordinator positions, the hourly help, etc. Secondly and separate from this, we need an inventory of the college services provided by the categorical programs that are absolutely needed and what is the minimum amount of money needed for those services. Serban continued to say that the only way to fund these services is by drawing down on our reserves and said that leaves the question that we want to answer: how far down is reasonable to draw from the reserves. Superintendent/President Serban stated that the reserves are not only for back-filling categorical programs, the reserves are for areas that need a certain degree of restoration in their budgets, as well as for money that needs to be

put back into construction and equipment funds. Superintendent/President Serban stated that Executive VP Friedlander and the Deans need to put together the inventory of the services, and determine their cost in order to maintain a reasonable level of service. That information and analysis are needed first. Superintendent/President Serban reminded the group that it has been reported that we will actually see worse budgets until 2012 – 2013. Superintendent/President Serban stated that at this moment, she thinks the college needs to have the 5% contingency plus $10 million, because $10 million is the deferral in payments that the college is facing now - that is a bare bone minimum. There was further discussion regarding various factors that need to be included when looking at our inventory, i.e. what is absolutely needed and what the students can do without. There was agreement about the fact that this is a good approach to take to analyze the situation and come up with solutions.

7. President of the Academic Senate Alarcon motioned that the meeting be adjourned, Academic Senate Member Nevins seconded the motion, and the meeting was adjourned.

Next meeting: Tuesday, October 20, 3:00-4:30pm BC214

Day	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	Monday, 19OCT	
Time	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	
Dr. John Nixon, Team Chair	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Diana Casteel (Assistant)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Timothy Garner (Standard I)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Jim Wilczak (Standard I)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Diana Rodriguez (Standard II)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Dr. Susan Walsh (Standard II)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Dr. Karen Walters Dunlap (Standard II)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Shawn Abbott (Standard III)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Russ Lebo (Standard III)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Dr. Jim Hottois (Standard IV)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	
Dr. Joseph Bielanski, Jr. (Standard IV)	LUNCH & Team Meeting (A218)				Campus Tour			Welcome Reception (Gourmet Dining Room)			Team Dinner	

Day	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT
Time	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM
Dr. John Nixon, Team Chair	Dr. Andreea Serban, Superintendent/President (A110)	Open Meeting (EBS301)			Board of Trustees (A121A)		Dr. Ofelia Arellano, VP Continuing Ed (A121A)		LUNCH & Team Meeting (A218)		
Diana Casteel (Assistant)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)		
Timothy Garner (Standard I)	Breakfast Team Room (A218)		Melanie Rogers, Research & Assessment Analyst; Sam Thomas, Inf. Systems Specialist (A112)			Dr. Andreea Serban, Superintendent/President (A110)		Liz Auchincloss, CSEA President, CPC member (A113B)	LUNCH & Team Meeting (A218)		
Jim Wilczak (Standard I)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)		
Diana Rodriguez (Standard II)	Breakfast Team Room (A218)					Keith McLellan Dean Ed Prgrms (A125)	Dr. Ofelia Arellano, VP Continuing Ed (A121A)		LUNCH & Team Meeting (A218)		
Dr. Susan Walsh (Standard II)	Breakfast Team Room (A218)	Dr. Jack Friedlander, Exec. VP (A113A)		Instructional Deans (A125)		Dr. Alice Scharper, Dean Ed Prgrms (A118)			LUNCH & Team Meeting (A218)		Kenley Neufeld, Jerry Pike, Dir
Dr. Karen Walters Dunlap (Standard II)	Breakfast Team Room (A218)					Keith McLellan Dean Ed Prgrms (A125)	Dr. Ofelia Arellano, VP Continuing Ed (A121A)		LUNCH & Team Meeting (A218)		Mark Ferrer, Coordinator a Faculty Resourc
Shawn Abbott (Standard III)	Breakfast Team Room (A218)	Melanie Rogers, Research & Assessment Analyst (A112)	Tour of IT facilities and Staff Resource Ctr w/Dr. Paul Bishop and Dan Watkins (A207)		Sue Ehrlich VP Human Resources (A113B)				LUNCH & Team Meeting (A218)		Dixie Budke (Chair Faculty Prof. Dev Committee) (A113B)
Russ Lebo (Standard III)	Breakfast Team Room (A218)				Dr. Paul Bishop VP IT (A207)		Jim Clark, Dir User Services (A200)		LUNCH & Team Meeting (A218)		Joe Sullivan, VP E (A12
Dr. Jim Hottois (Standard IV)	Breakfast Team Room (A218)	Dr. Andreea Serban, Superintendent/President (A110)			Board of Trustees (A121A)		Nicole Ridgell, Student Trustee (A125)		LUNCH & Team Meeting (A218)		Deans' Council (A125)
Dr. Joseph Bielanski, Jr. (Standard IV)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)		

Day	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT	Tuesday, 20OCT
Time	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM
Dr. John Nixon, Team Chair		Dr. Andreea Serban, Superintendent/President (A110)		College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner
Diana Casteel (Assistant)						Team Meeting (A218)				Team Dinner
Timothy Garner (Standard I)	Ignacio Alarcon, Acad Senate Pres, CPC member (A125)		Atty Garfinkel, Student Senate, CPC student member (BC214)	College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner
Jim Wilczak (Standard I)				College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner
Diana Rodriguez (Standard II)		Cmte Online Instruction Members, Kenley Neufeld, Janet Robertson, Jason Walker, Jim Chesher, Laurie Vasquez, Kathy O'Connor, Dr. Doug Hersh, Ignacio Alarcon (A121A)				Team Meeting (A218)				Team Dinner
Dr. Susan Walsh (Standard II)	Dir Library & Dr. LRC (A121A)					Team Meeting (A218)				Team Dinner
Dr. Karen Walters Dunlap (Standard II)	SLO Project nd Co-director e Center (FRC)					Team Meeting (A218)				Team Dinner
Shawn Abbott (Standard III)	Julie Henricks, Dir of Facilities (A113B)	Julie Henricks, Dir Facilities, Gaspar Lomeli, Spvr Custodians (A113B)	Erik Fricke, Dir. Security (A113B)	College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner
Russ Lebo (Standard III)	Business Services 1B)	Leslie Griffin, Controller (A130D)		College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner
Dr. Jim Hottois (Standard IV)		Joe Sullivan, VP Business Services (A121B)		College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner
Dr. Joseph Bielanski, Jr. (Standard IV)				College Planning Council Meeting (BC214)		Team Meeting (A218)				Team Dinner

Day	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT	Wednesday, 21OCT
Time	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM
Dr. John Nixon, Team Chair	Dr. Andreea Serban, Superintendent/President (A110)	drive time	Wake Center Professional Dev Ctr with Dr. Diane Hollems and meeting with Dr. Ofelia Arellano VP Cont Education, Ron Christie, Dean Cont Education; then drive to Schott Center			drive time			LUNCH & Team Meeting (A218)	
Diana Casteel (Assistant)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)	
Timothy Garner (Standard I)	Breakfast Team Room (A218)	Joe Sullian VP Business Services, CPC member; Steve Massetti, Program Manager, Construction Projects; Julie Hendricks, Dir. Facilities (Facilities Planning) (A125)		Dr. Jack Friedlander, Exec VP and CPC member (A113A)		Mark Ferrer, SLO Project Coordinator and Co-director Faculty Resource Center (Faculty Resource Center)		Dr. Doug Hersh, Dean Ed Prgrms A218B (office next to team room)	LUNCH & Team Meeting (A218)	
Jim Wilczak (Standard I)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)	
Diana Rodriguez (Standard II)	Breakfast Team Room (A218)	Emily Harrington, President Student Senate (A121A)	Wendy Peters, Chair Counseling, Dr. Gwyer Schuyler, Co-chair Academic Counseling, and Oscar Zalava, Counseling (A112)						LUNCH & Team Meeting (A218)	
Dr. Susan Walsh (Standard II)	Breakfast Team Room (A218)			Dr. Jerry Pike, Dir LRC and Sheila Wiley, Coordinator Gateway Center (Gateway Center)					LUNCH & Team Meeting (A218)	
Dr. Karen Walters Dunlap (Standard II)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)	
Shawn Abbott (Standard III)	Breakfast Team Room (A218)	drive time	Wake Center Professional Dev Ctr with Dr. Diane Hollems and meeting with Dr. Ofelia Arellano VP Cont Education, Ron Christie, Dean Cont Education; then drive to Schott Center			drive time	Co-Chairs and members IIIA, Sue Ehrlich, Pat English, Sue Danielson, Kathy O'Connor, Liz Auchincloss, Dr. Diane Rodriguez-Kiino, Dr. Judy Meyer (A121A)		LUNCH & Team Meeting (A218)	
Russ Lebo (Standard III)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)	
Dr. Jim Hottois (Standard IV)	Breakfast Team Room (A218)	Sue Ehrlich, VP Human Resources (A113B)		Classified Consultation Group, Liz Auchincloss, Donna Waggner, Cindy Salazar, Pat Frank, Joan Cartwright, Phyllis Johnson, Mike Guillen, Ana Jimenez, Alejandria Orozco, Joyce McPheter (A121A)		Dr. Jack Friedlander, Exec VP (A113A)			LUNCH & Team Meeting (A218)	
Dr. Joseph Bielanski, Jr. (Standard IV)	Breakfast Team Room (A218)								LUNCH & Team Meeting (A218)	

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Time	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM
Dr. John Nixon, Team Chair				Open Meeting (A217)		Dr. Andreea Serban, Superintendent/President (A110)	Team Meeting (A218)		
Diana Casteel (Assistant)							Team Meeting (A218)		
Timothy Garner (Standard I)	Dr. Ofelia Arellano VP CE, CPC member, Ron Christie, Dean CE, Jack Bailey Director CE, Peg McQuade, Director CE (A125)			Kathy O'Connor, Dept Chair, PE, CE instr; Tom Garey, Dept Chair, Theater Arts (A113B)		Betty Pazich, Associate Dean Ed Prgrms A218A (office next to team room)	Team Meeting (A218)		
Jim Wilczak (Standard I)							Team Meeting (A218)		
Diana Rodriguez (Standard II)	Dr. Diane Rodriguez-Kiino, Dir Campus Diversity (A124)						Team Meeting (A218)		
Dr. Susan Walsh (Standard II)	Laurie Vasquez, Chair Instructional Technology Cmte (A112)						Team Meeting (A218)		
Dr. Karen Walters Dunlap (Standard II)			Tour of Kinko's Early Learning Center (KELC) with Beth Rizo, Dir KELC				Team Meeting (A218)		
Shawn Abbott (Standard III)	Co-Chairs and Members of IIID, Joe Sulllivan, Leslie Griffin, Cornelia Alsheimer-Barthel, Barbara Bermudes, Sharon Coffield, Steve Lewis, Rosie Tower, Dr. Judy Meyer (A121A)		Co-Chairs and members IIIC, Dr. Paul Bishop, Doug Hersh, Francisco Martin Del Campo, Laurie Vasquez, Liz Auchincloss, Jason Thornel, Dr. Judy Meyer (A121A)			Co Chairs and members of IIIB, Julie Hendricks, Joe Sullivan, Alex Pittmon, Dr. Adam Green, Carlos Ramirez, Henry Reed, Gordon Vander Sol, Dr. Judy Meyer (A121A)	Team Meeting (A218)		
Russ Lebo (Standard III)							Team Meeting (A218)		
Dr. Jim Hottois (Standard IV)	Ignacio Alarcon, Standard IV Co-chair (A113B)		Dr. Ofelia Arellano VP CE, and Ron Christie, Dean CE (A125)				Team Meeting (A218)		Emily Harrington, President Student Senate (A121A)
Dr. Joseph Bielanski, Jr. (Standard IV)							Team Meeting (A218)		

Day	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT	Thursday, 22OCT
Time	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM
Dr. John Nixon, Team Chair	Breakfast Team Room (A218)						Dr. Andreea Serban, Superintendent/President (A110)	LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Diana Casteel (Assistant)	Breakfast Team Room							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Timothy Garner (Standard I)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Jim Wilczak (Standard I)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Diana Rodriguez (Standard II)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Dr. Susan Walsh (Standard II)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Dr. Karen Walters Dunlap (Standard II)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Shawn Abbott (Standard III)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Russ Lebo (Standard III)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Dr. Jim Hottois (Standard IV)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	
Dr. Joseph Bielanski, Jr. (Standard IV)	Breakfast Team Room (A218)							LUNCH & Team Meeting (A218)		Exit Report Interim Theatre West Campus (WC2)	

Planning Agendas Identified in the Institutional Self Study
for Reaffirmation of Accreditation
Status Report October 18, 2009

College-wide

1. *By June 2010, evaluate the College's revised planning and resource allocation process and identify modifications needed for its improvement.*

   STATUS: NOT YET STARTED. During spring 2010, the College Plan Council will discuss and evaluate the changes in program review and resource allocation processes.

2. *The Superintendent/President will bring BPAP's recommendations for policy revisions or new policies to the Board for review and approval on a regular basis. By Spring 2012, through BPAP, the College will complete the process of 1) reviewing all existing policies and procedures; 2) separating policies from procedures, as appropriate; 3) revoking obsolete policies and procedures; and 4) formatting and re-numbering, as appropriate, all existing policies and procedures using the CCLC format and numbering system. Proposed new Board policies and administrative procedures will follow the CCLC format and numbering system, as much as possible. Post all current policies and procedures to one location on the College Web site. All electronic access to College policies will be derived from a common source and multiple versions will be eliminated.*

   STATUS: ON TARGET. BPAP began meeting in February 2009. The initial meetings focused on process, formatting of policies and procedures, separations of policies and procedures and identification of bodies of existing policies/procedures that must be reviewed, updated, reformatted and reviewed through appropriate consultation.

   BPAP developed an instructive flow chart to explain the specific functions of the committee and its role in the overall process for policy development and review. BPAP developed a committee webpage that provides a link to the Board policies and administrative procedures page, the official record of Board policies and administrative procedures.

   The progress of the BPAP committee can be view through an Access database created to track data regarding all policies and procedures as they are submitted to the governing board. The database provides reports by policy number or by the date policies were Board approved, and also provides a cross-reference table of current and previous policy numbering where applicable.

   A shared file has been created for use by committee members so that any policy or procedure is tracked form the date it has initially been placed on a BPAP agenda. At a glance, its status regarding committee review, revision, formatting, consultation or submission to the Board can be determined.

A numbering system was agreed to and assigned to respective categories of policies. Committee members agreed to conduct a very general review of policies from their constituencies with the immediate goal of developing a time line for the complete review and revision of those policies. The greatest number of existing policies to be reviewed and updated is the faculty policies. Student policies are next in complexity. The initial review of existing classified policies suggests that some may be subsumed in general institutional policies. Others are restatements of law and need to be updated but can also be simplified. The committee has agreed that the initial focus will be on faculty and student policies with classified policies reviewed later. At the same time, the committee got right to work on several key policies including the student discipline policy and academic honesty policy. Significant work of the committee will take place in the constituency work groups supported by the Vice President of Human Resources and Legal Affairs.

3. *In 2009-10, develop a framework for regular evaluation and improvement of institutional shared governance and decision-making structures and processes and conduct the evaluation.*

   STATUS: ON TARGET: A work group that is a sub-group of the College Planning Council has been appointed to address this Planning Agenda. The group is comprised of the President of the Academic Senate, the President of CSEA, the student member, a faculty member, the Vice President of Information Technology, and the Vice President of Human Resources and Legal Affairs. Support to the committee will be provided by the Director of Diversity.

   The first meeting of this work group took place on Friday, October 16. The group will survey approaches to this issue from other colleges, select best practices for SBCC and recommend an evaluation approach and timeline with the goal of conducting an evaluation before the conclusion of the spring 2010 semester.

4. *In 2010-11, develop and implement a plan that responds to the evaluation of each constituency group's effectiveness in the shared governance process.*

   STATUS: NOT YET STARTED. This agenda is dependent upon the completion of Number 3, above.

Information Technology/Institutional Assessment, Research and Planning

5. *Starting in 2009-10, the Information Technology and the Institutional Assessment, Research and Planning departments will expand options for timely and accurate data extraction and reporting tools available to credit and Continuing Education student support service departments.*

STATUS: ON TARGET. During fall 2009, Information Technology staff continued to develop reports from Banner Student, Finance, Enrollment, and HR modules. The majority of these reports have been done using the Argos reporting toolset which provides a web interface for faculty and staff using these reports. Information Technology is currently finishing the configuration of the Banner ODS module which populates a new data warehouse specifically for campus reporting.

Educational Programs

6. *The draft of the Educational Master Plan will be completed by October 2009 and finalized by December 2009.*

   STATUS: ON TARGET. A draft of the Interim Educational Master Plan will be presented to members of the College Planning Committee (CPC) at its October 20th meeting. The review of the final version of the Interim Master Plan is on target to be completed by December 2009.

7. *By April 2010, evaluate the extent to which eLumen is providing the SLO performance data reports needed to help inform discussions for improving student learning and achievement. The results of this assessment will be used by the SLO Coordination Group, in consultation with the Academic Senate, the Committee on Teaching and Learning, and the Student Services SLO Coordination Group, to identify changes that could be made to improve the effectiveness of this software for capturing and reporting the data needed to document and improve student learning.*

   STATUS: ON TARGET. The performance reports generated from eLumen will be made available for review in November 2009 for credit instructional courses and programs and in January 2010 for student services programs. The feedback from the review of these reports will be used by eLumen to modify the reports it is able to generate. The assessment on the extent to which the SLO performance reports generated from eLumen will also be a component of the ongoing assessment of the effectiveness of the use of SLOs to improve student learning.

8. *By September 2010, evaluate the effectiveness of the first full year of the SLO Implementation Cycle.*

   STATUS: ON TARGET. The plan to evaluate the effectiveness of the first full year of the SLO Implementation Cycle will be developed by March 2010 and completed by the end of September 2010. The plan to evaluate the effectiveness of the first year of the SLO Implementation Cycle will be developed by the SLO Coordinating Group in close consultation with the Academic Senate and the Student Services SLO Coordinating Group. The results of the evaluation will be presented to CPC and the Board of Trustees. The reports needed to help inform the evaluation of the effectiveness of the first full year of the SLO Implementation Cycle will be generated from eLumen, the college's new SLO management system.

9. *Faculty in individual departments will review SLO data comparing students in online sections with those in face-to-face sections when this data first becomes available in 2009-10. By September 2010, improvement plans will be developed based on the review of the data collected.*

   STATUS: ON TARGET. The data needed to conduct this analysis will be generated from eLumen and made available to departments in November 2009. Where appropriate, departments will address the findings from these comparisons and analyses in their course improvement plans that are due in September 2010.

10. *By the end of the fall 2009 semester, an online SLO training site for adjunct faculty will be completed.*

    STATUS: COMPLETED. The online SLO training materials have been completed and are posted on the college's SLO web site. The training materials provide guides and tutorials on using eLumen to enter student performance data on course SLOs. The web-based training materials and tutorials will be modified in December 2009 to reflect the changes that have been made in eLumen. The training guides are available on the SLO web site http://slo.sbcc.edu.

11. *In September 2009, the SLO Project Coordinator will work closely with the Student Senate to involve more students in the dialogue, the improvement planning process and the evaluation of SLO performance measures. The president of the Student Senate will be asked to appoint one or two students to serve as members of the SLO Coordinating Group and one or two students to serve on the Student Services SLO Coordinating Group.*

    STATUS: COMPLETED. The president of the Student Senate is participating in the SLO Coordination Group and will continue to participate in future meetings. Additional students can be appointed by the president of the Student Senate to serve on the SLO Coordinating Group and/or the Student Services SLO Coordinating Group. The Executive Vice President and the SLO Project Coordinator attended a recent Student Senate meeting and reviewed with the student senators their role in the dialogue that takes place in refining, evaluating and improving how SLOs are used to increase student learning.

12. *The SLO Coordinating group will analyze data that include both instructional and student support SLOs and make recommendations for improvement.*

    STATUS: ON TARGET. See responses to 8 and 9 above.

13. *By fall 2010, the Dean of Educational Programs, Technology and the Committee on Online Instruction (COI) will develop and administer a survey of online students to determine the support services students need to successfully complete their courses.*

STATUS: ON TARGET. An SBCC Online Student Experiences Survey is performed each spring semester. This comprehensive survey includes the planning agenda items noted above and develops a robust picture of student demographics, satisfaction, and needs. Moreover, to meet the needs of students and respond to the ACCJC standards, equivalent student services (resources) available to on-campus students must be made available to distance learners. This has been designed into the SBCC Online human presence LCMS, through a "Resources" block that provides students one-click, multi-mode access to all relevant resources and student services. In Spring 2010, questions will be added to the survey of online students to assess their satisfaction with the availability of support services and their satisfaction with the ones they used.

14. *In 2009-10, the Dean of Educational Programs who oversees Student Development, Counseling and Matriculation will explore opportunities for more efficient and timely evaluation of external transcripts including the use of DARS, use of Optical Character Recognition technology to convert hardcopy transcripts to data files and participation in the development of emerging electronic transcript exchange systems.*

STATUS: ON HOLD. This initiative has currently been suspended due to budget cuts affecting hourly staffing capacity. While the technical infrastructure for converting hard copy transcripts to OCR using Hershey Singularity software and submitting formatted external course work data to DARS (degree audit and reporting system) has been completed, tested and is working, there are insufficient staffing resources at this time to use this software. The College had planned to participate in the CCC-TRAN electronic transcript dissemination project beginning spring 2010. However, this initiative has been delayed due to staff resources being needed for the major upgrade to Banner 8.2 in the spring 2010. A request to fund the resources needed to implement this initiative has been included in the Admissions and Records program review update.

15. *Educational Programs staff will study the feasibility of expanding its existing support for students and faculty from a five-day per week 8:30 a.m. – 4:30 p.m. service, to one that includes nights and weekends in recognition of the 24 hour, seven day a week nature of contemporary higher education.*

STATUS: ON TARGET. A workgroup is being formed to review and make recommendations by May 2010 on two major areas: 1) analysis of equivalent services to online students and 2) overall infrastructure needed to support the Online College.

The item noted in the planning agenda will be researched and discussed by the workgroup who will also make recommendations.

Human Resources

16. *Monitor on an ongoing basis the efficacy of performance review processes for all employee groups and make changes, as needed.*

STATUS: ON TARGET. This agenda was suggested by the Workplace Satisfaction Survey results disseminated in March 2009 which indicated that 65% of respondents think that their evaluation process improves the quality of their job performance. (Classified staff and regular faculty, 66% and M/S/C at 63%).

Using this data as a benchmark, these groups will be engaged to offer specific suggestions for how the current evaluation process can be improved. Because the evaluations of regular faculty and classified staff are subject to the consultation and negotiation process, respectively, these processes must be respected in any effort to gather information and implement modifications and changes to the process.

Information Technology

17. *By fall 2010, the Vice President for Information Technology will form a task force to establish and gather baseline data on the information technology training needs of the campus community, analyze this data, and develop training improvement plans.*

STATUS: ON TARGET. During the October 2nd, 2009 DTC meeting, the Vice President for Information Technology charged Jim Clark, Director of User Services, to head a workgroup with members selected from the Faculty Resource Center and the Staff Resource Center. This workgroup will develop a survey to gather baseline data on the technology training needs of the campus community, followed by an analysis and a proposed training improvement plan to address the results of this survey. This activity will be completed during spring 2010.

Continuing Education

18. *The College will develop and administer a student questionnaire for Continuing Education to assess student satisfaction.*

STATUS: COMPLETED. The Continuing Education Division has identified specific courses to survey during the fall 2009 term. It will survey 10% of enhanced funded courses and 10% of non-enhanced courses. The Office of Institutional Assessment,

Research and Planning assisted with the development and review of questionnaires that are available in English and Spanish.

The dean and directors compiled a list of courses (titles, sections, etc). Instructors will receive advance notice through their respective directors related to dates for evaluations. Students are completing the surveys during the months of October and November 2009. Once surveys are completed, the dean will send the surveys to the Office of Institutional Assessment, Research and Planning for analysis.

19. *In 2009-10, the Continuing Education Division will use the Curriculum Oversight Committee to plan and implement the SLO Cycle for Continuing Education courses.*

STATUS: COMPLETED.

Phase I
The Credit Division created an instructional program review template in late 2008-2009 to review credit instructional programs. The Continuing Division (CE) Division adapted this process and is now using the same template; however, it is only providing information that is pertinent to the CE instructional programs.

The CE Division created a Program Review cycle and timeline for instructional program reviews. It is using the non-credit funding areas as defined by Title 5 of the California Educational Code.

Phase II
Administrative Unit Reviews (completed December 2008)
- CE Divisional Program Review
- CE Student Services Program
- CE Student Registration System
- Computers in Our Future (CIOF) Program Review
- *CE Facilities Program Review is now included in the Business Services Operational Program Review*

Instructional Unit Reviews (completed October 2009)
- English as a Second Language (ESL)
- Adult High School/GED/and Basic Skills
- Short-term Vocational Programs

Phase III (Beginning 2010-2011)
CE will incorporate all instructional programs into the College Instructional Program budgeting and resource allocation process beginning in 2010-2011. This process will use the following funding areas:
- ESL
- Short-term Vocational

- Adult Secondary
- Adult Basic Education
- Older Adults
- Parent Education
- Computers in Our Future

Administrative Program Reviews will include:
- Continuing Education Division
- Registration & Technology (now known as Student Registration System)
- Student Services

20. *During fall 2009, Continuing Education directors and dean, in consultation with the Vice President of Continuing Education, will implement a consistent faculty evaluation plan.*

STATUS: ON TARGET. The Faculty Evaluation Working Group completed the first draft of the faculty evaluation plan. However, it has decided to continue to edit the current plan to accommodate varying course and term length formats unique to Continuing Education courses.

21. Achieve Objective 2.5 in the College Plan 2008-11 which states that "the Continuing Education Division will initiate the Student Learning Outcomes cycle in all non-credit courses eligible for enhanced funding and complete the SLO cycle in 1/3 of the courses per year beginning academic year 2009-10."

STATUS: ON TARGET. Continuing Education Division has initiated its Student Learning Outcome Cycle (SLO) for all non-credit courses eligible for enhanced funding. Its goal is to complete SLOs in 1/3 of the courses per year beginning this academic year and completing the entire cycle or Phase IV by September 2012.

Phase I implementation task is as follows:
   a. Assess SLO's for 1/3 of courses in each program
   b. Assess SLO's for 1/3 of student services components

The Continuing Education Division created faculty committees for each program to develop SLOs and provided training workshops. The Division is working with Information Technology to explore options to accommodate unique CE needs for SLO reporting. Continuing Education Division uses Lumens as its current registration software system that does not have tracking or reporting features.

While eLumens was developed for credit programs, it is anticipated that a custom product can be created that will modify eLumens to accommodate non-credit needs.

Business Services

22. *By December 2009, the Director, Facilities and Campus Development, working with appropriate staff, will develop the College's design and construction standards and incorporate sustainable practices where appropriate.*

    STATUS: ON TARGET. In early 2009, the College worked with its outside counsel to establish the process for developing College design standards to be able to specify proprietary materials and equipment and do so in a manner that meets Public Contract Code 3400 (b)(2). On February 26, 2009, the Board of Trustees passed Resolution No. 28 (2008-2009) enabling applicable College staff to issue a schedule of College standards to standardize the procurement, maintenance and replacement of materials and equipment incorporated in the College's public works and other facilities. Since then, the Director of Facilities and Campus Development has been working with college staff, vendors and suppliers to compile information on products currently used throughout college facilities and to prepare a design standards document in preparation for the upcoming Humanities Modernization and Campus Center Modernization projects which are to be funded by the Measure V bond. As a LEED (Leadership in Energy and Environmental Design) Accredited Professional, the Director of Facilities and Campus Development is preparing this document to ensure the College meets the highest levels of sustainability possible within the prescribed project budget.

23. *By spring 2010, the Director, Facilities and Campus Development, in collaboration with appropriate staff, will revise the College's standard construction specifications to incorporate sustainable practices where appropriate.*

    STATUS: COMPLETED. Over the past several years, the Director of Facilities and Campus Development has assisted the project architect and LEED consultant in the development of the construction documents for the School of Media Arts (SoMA) project. This project was designed to meet the requirements of a LEED certified or silver level of certification through the United States Green Building Council (USGBC). Although the project has been postponed, the construction documents developed for this project will be used as a template to develop construction specifications that ensure the College meets the highest levels of sustainability possible within the prescribed project budget.

24. *By spring 2011, the Director, Facilities and Campus Development, in collaboration with appropriate staff, will develop the College's Integrated Pest Management to improve sustainable practices.*

    STATUS: ON TARGET. This plan is under development and is on target to meet spring 2011 deadline.

25. *By spring 2010, the Director, Facilities and Campus Development, in collaboration with appropriate staff, will develop the College's recycling plan to improve sustainable practices.*

STATUS: ON TARGET. As discussed in item 23 above, the design and construction documents that were prepared for the School of Media Arts project will be utilized as a template for the development of a college-wide recycling plan. A preliminary document entitled Santa Barbara City College Green Cleaning Plan was submitted to the USGBC as part of the SoMA project's LEED certification process and will be used as the basis for this college wide plan.