

**Santa Barbara City College**  
**College Planning Council**  
**Tuesday, May 18, 2010**  
**3:00 pm – 4:30 pm**  
**A218C**  
**Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, J. Friedlander, R. Else, T. Garey, A. Garfinkel, M. Guillen, K. Molloy, K. Monda, D. Nevins,

ABSENT: S. Ehrlich, C. Salazar, J. Sullivan

GUESTS: C. Alsheimer-Bartel, E. Burns-Larson, S. Cortez, M. Croninger, D. Hollems, K. O'Connor, D. Rodriguez-Kiino, L. Stark, L. Vasquez

Superintendent/President Serban called the meeting to order.

1. Approval of Minutes from the May 4, 2010 CPC Meeting (attachment)

**M/S/C (Guillen/Nevins) to approve the minutes of the May 4, 2010 CPC meeting. All in favor. K. Molloy abstained due to her absence from that meeting.**

2. Completion of survey - evaluation of governance committees – all CPC members

Director, Campus Diversity D. Rodriguez Kiino reported that there are several CPC Members serving on the Ad Hoc Committee, VP P. Bishop, Academic Senate Representative Nevins, Academic Senate President Alarcon, CSEA President Auchincloss and VP HR/LA S. Ehrlich, that has been charged with evaluating participatory governance on campus. Rodriguez-Kiino stated that “participatory governance” is the legal and formal term currently used rather than shared governance. One of the strategies that the committee is using to evaluate participatory governance is to distribute this survey to eight of the campus wide committees to fill out. Rodriguez-Kiino also provided a copy of BP 2510 - Participation in Local Decision Making which gives an explanation of this Board Policy because it is referenced in the survey. Rodriguez-Kiino stated that all info is anonymous and confidential, so feel free to be very honest. All members in attendance filled out the form.

### **Information Items/Announcements**

3. May 14, 2010 Governor's Budget Revision (attachment).

Superintendent/President Serban reported from an email memo she handed out written by Theresa Tena, Director of Fiscal Policy, regarding The Budget and District and College Operations. Serban pointed out the key point in this memo relates to a section on page

two, "Late Budget/State Cash Flow Concerns". If the budget is not passed by the end of July or August, then the community colleges will not receive the State apportionment in either of those months. This year there is no provision that will allow any payment to be made until the State Budget is actually passed. Serban stated that this is why it is important that the College is in the good shape that it is because, hopefully, even if a budget is not passed in July or August, the college will have enough reserves to be able to make payroll and fixed costs, which ranges between \$10 - \$12 million per month. The reserves are really important at this point more than ever to ensure that we will not have a cash flow problem. Director Tena stated her key point on the last page of her memo: *"In summary, we recommend that you prepare for a prolonged budget impasse and ensure that you have cash or borrowable resources to ensure district operations without state funds through September."*

#### 4. i3 Investing in Innovation grant application (attachment)

Superintendent/President Serban introduced Dean Hollems by acknowledging the herculean effort Hollems and her committee have put into preparing this significant grant application. Dean Hollems reported what the grant is about and answered questions. Hollems explained that the project title for this grant is "Get Focused – Stay Focused": Dual Enrollment Freshman Transition Project (DEFT).

i3 Investing in Innovation Fund has three categories of grants and the one she submitted is for a development grant that will be awarded up to 100 groups nationwide out of approximately 1,669 applicants. Hollems stated how valuable the process of this grant writing was because they were able to work with Dr. Russell Rumberger from the Gevirtz Graduate School of Education. Hollems stated that he directs the Linguistic Minority Research Institute and the California Drop Out Prevention Research Project which is very well known nationally and a big part of this \$4,147,754 grant request for Federal Funds. Hollems gave a brief description of the project and project activities plus a summary of project objectives and expected outcomes.

Basically a significant longitudinal research study would follow students from 9<sup>th</sup> grade in local high schools through SBCC. The study will measure persistence, success rates, and need for remediation rates. Students will first be given a course called Career Choices in 9<sup>th</sup> grade, a dual enrollment course. As part of this course, students can create an online tenure plan with educational and life planning goals. The teachers then in 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade do academic coaching plus keep track of how they are doing with these goals. They will have the opportunity to take twelve units or more of college credit while in high school. Carpinteria and Dos Pueblos High Schools are implementing this for all 9<sup>th</sup> graders. SB High School is probably going to follow, and San Marcos High School has their own program called "Rise" for 9<sup>th</sup> graders so they are not part of this initiative. Executive VP Friedlander thanked Superintendent/President Serban for providing the support to have Cheryl Dettrick, M.S., Grant Development Consultant, work on this grant with Hollems and her group as she helped them tremendously.

#### 5. Changes to program review templates – summary of review meeting on May 6.

Superintendent/President Serban asked that Sr. Director Institutional Assessment Else report from the May 6 Meeting when the proposed changes to the program review template were discussed. Else handed out the sheet which captures the proposed changes to the program review template that were discussed at that meeting. Else will place it in Xythos so that the CPC members will be able to take a look at it more closely and at their own time. It now is the working document of the redesign of the instructional program review template. The goal is to have a reviewable version in 8 weeks, which is July 14 and to have the final version of changes in 12 wks which is August 18.

6. Summer 2010 and Fall 2010 current enrollments – Robert Else

This was not discussed at this meeting.

**Discussion Items**

7. Program review process and timeline for 2010-1.

Superintendent/President Serban stated that it is important to discuss and come to an agreement of a timeline and sequence of events that clarifies who reviews what, when and whose input needs to come first such that CPC members have all the information. Serban started the discussion with the suggestion that everybody complete the program reviews by Oct. 4. The completed program reviews, template and the update part of the goals and objectives will then be given to Senior Director of Institutional Assessment Else to provide reports by October 18. Further discussion ensued clarifying which group (P&R, ITC, and DTC) gets resource requests from which area. Problems, ideas, suggestions, timing, and the end date were further clarified and the schedule agreed upon:

October 4<sup>th</sup>: Completion of Program Reviews, Resource Request

October 18: First round of reports produced by Sr. Dir. Inst. Assessment Else

Between October 18 and November 1: Chairs of Committees, VPS and Sr. Dir. Inst. Assessment Else meet, review, clarify, and correct mistakes.

November 8<sup>th</sup>: Take the updated spreadsheet report to committees and to Academic Senate.

February 28<sup>th</sup>: CPC receives from Academic Senate the rankings for items that relate to Instructional and Faculty-led Departments. For non- Instructional and non-faculty led each VP needs to work with their areas to complete their internal rankings.

Next, it will come to the Executive Committee and Deans' Council where there will be more discussion and updates made, then it will come back to CPC.

Superintendent/President Serban stated that there needs to be a group to set guidelines to be completed before the Fall In-Service, August 19, 2010. Executive VP Friedlander will chair the Guidelines Workgroup this summer. The Guidelines Workgroup includes, Academic Senate President Alarcon, VP IT Bishop, Sr. Dir. Institutional Assessment

Else, Academic Senator Representative Monda, and Academic Senator Representative Nevins.

CSEA President Auchincloss stated that this process leaves out the Classified Staff. Auchincloss wanted to know how the three Classified Representatives and the Student Representative are supposed to do the ranking once it gets to CPC, because the group has not had the opportunity to go over some sort of methodology. Superintendent/President stated that they can have the spread sheets at the same time as the other groups and in their group make decisions on ranking. Discussion ensued about the possibility of each area doing presentations and giving justifications for why certain items were ranked, making sure that all managers include members of their Classified Staff and that the Classified Staff make sure they have input into their areas.

Superintendent/President Serban stressed that this program review process needs to be a collective endeavor. Serban continued to say that the Consultation Group as well as the Managers need to work together on this process, plus if there are any questions, ask the VPs for those areas. Further discussion ensued in an attempt to clarify how the Classified Consultation Group can be more involved, especially in areas where 95% of the employees are Classified Staff.

Associated Student Representative Garfinkel stated that she relies on the notes her Senior Representatives take and bring back to the Student Senate Meetings.

8. Status of annual college priorities 2009-10 (attachment)

This was not discussed at this meeting.

9. Priorities for 2010-11 - All

This was not discussed at this meeting.

Superintendent/President Serban said we do not as yet have the CPC dates for Fall, except for the first meeting on Tuesday, September 7 in the Luria Conference and Press Center.

Academic Senate President Alarcon announced that this is Kathy Molloy's last CPC Meeting. He thanked her for her many years of service. Superintendent/President also thanked Kathy for her years of service.

Superintendent/President Serban announced that on August 17 CPC will be meeting in the new Luria Conference and Press Center.

Superintendent/President Serban adjourned the meeting.

**Next meetings: Tuesday, August 17, 3:00-4:30pm, Luria Conference and Press Center;  
Tuesday, September 7, 3:00-4:30pm, Luria Conference and Press Center**