



College Planning Council

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SANTA BARBARA CITY COLLEGE

College Planning Council

February 4, 2014

3:00-4:30 pm

Room A218C

Agenda

1.0 CALL TO ORDER

1.1 Approval of 12/3/13 CPC minutes (Att. 1.1)

1.2 Approval of 12/10/13 CPC minutes (Att. 1.2)

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

4.0 DISCUSSION ITEMS

5.0 ACTION ITEMS

5.1 Completion of the Reorganization of the Continuing Education Division into the Educational Programs Division: First Reading – J. Friedlander (Att. 5.1)

At the time the proposal to reorganize the Continuing Education Division into the Educational Programs was presented to CPC, Jack Friedlander informed the Council that given the complexities of this reorganization, it may take a year or so to determine the correct staffing levels needed to support the non-credit curriculum and non-credit student service programs. After a year of experience with the current organization support structure, the following changes are being requested.

In December, 2012, Paul McGarry was given 100% reassigned time plus stipends to work during inter-sessions to serve as the ESL Credit-Continuing Education (non-Credit) faculty Liaison. Priscilla Butler assumed this role for the current academic year. The ESL department has

determined that the reorganization has gone well and it no longer needs or wants to lose a full-time time faculty member to perform these non-teaching administrative assignments.

Shelly Dixon, the Coordinator of the Professional Development Center, has reallocated a portion of her time to coordinating the scheduling of continuing education classes and serving as the on-site administrator to address operational issues that take place at the Wake Campus. Reassigning a

portion of Shelly Dixon's time to support the Continuing Education programs was a short-term solution to bridge the gap in the organizational structure. Diane Hollems, the dean for the Professional Development Center, and Shelly Dixon have each asked that Shelly return to devoting her time to fulfilling her responsibilities as the PDC Coordinator at the end of the current academic year.

The deans responsible for the continuing education programs in ESL, short-term Career Technologies Education and Adult High school/GED have each asked for additional assistance with managing the courses and programs in these areas.

In order to provide appropriate administrative support for the Continuing Education and Credit courses and programs offered at the Wake and Schott campuses and at numerous off-campus locations, the EVP, Educational Programs is requesting that a new 12-month full-time Continuing Education Program Coordinator position be established. The ESL Faculty Liaison position would be discontinued. As shown in the attached document, the increased cost for creating this position would be \$21,043 which is the difference between the cost of this position minus the amount being paid for the ESL Faculty Liaison position.

5.2 Formation of an Institutional Effectiveness Committee: Second Reading – Robert Else

The purpose of the Institutional Effectiveness Committee is to analyze student outcome and achievement data, make recommendations to the College Planning Council based on these analyses, provide input into the prioritization of research projects, and foster institution-wide dialog and ongoing assessment of the institution's effectiveness in supporting student learning. The proposed membership is as follows (by position and current name):

- Chair: Sr. Director Institutional Assessment, Research, and Planning (Robert Else)
- 2 Faculty: Chair of Program Evaluation Committee (Kenley Neufeld) and Student Success Initiative-related faculty member TBD
- 2 Staff: Research & Assessment Analyst (Melanie Rogers) and Information Systems Analyst III (Jordan Morris)
- 2 Management: EVP Ed Programs (Jack Friedlander) and Dean of Ed Programs Student Success Initiative (Ben Partee)
- 1 Student: TBD

5.3 Follow-Up Report to Accreditation Commission for Community and Junior Colleges from the Accreditation Task Force: Second Reading – Robert Else (Att. 5.3)

This is the Second Reading of the Accreditation Task Force's Follow-Up Report to the Accreditation Commission for Community and Junior Colleges (ACCJC). CPC's First Reading was 12/10/2013. This report is required as a condition of ACCJC's removal of the warning sanction. The report will have subsequent readings by the Board, and must be submitted to the ACCJC by March 15, 2014. There will also be a follow-up visit by the ACCJC Evaluation Team, probably in late April 2014.

6.0 ADJOURNMENT