COLLEGE PLANNING COUNCIL
March 18, 1997

M I N U T E S

PRESENT: Kathy O'Connor, Don Barthelmess, Lynda Fairly, Bill Hamre, Charles Hanson, Karolyn Hanna, Jim Lynn, Dan Oroz, Rene Robinson (for John Romo), Lana Rose

ABSENT: Jack Friedlander, Bill Hamre, John Romo (all excused)

GUESTS: John Kay, Lupita Tannatt

CALL TO ORDER

The meeting was called to order by Kathy O'Connor in the absence of Dr. Friedlander.

APPROVAL OF MINUTES:

MS/C   To approve the minutes of October 29 as submitted. (Fairly/Barthelmess)
         Ayes: 4
         Abst: 2

M/S/C   To approve the minutes of November 19 as submitted (Hanson/Rose)
         Ayes: 3
         Abst: 3

M/S/C   To approve the minutes of December 3 as submitted (Rose/Fairly)
         Ayes: 6
         Abst. 1

For the record, Lana Rose asked for a clarification of the **total** number of new certificated full-time contract faculty to be hired for 1997-98 (referenced in the minutes of December 3). Don Barthelmess asked that the minutes reflect his presence at the December 3 meeting.

BUDGET

Dr. Hanson reviewed the Principles of Budget Development which will be submitted to the Board of Trustees in April. These are principles used in the past for budget development. Two basic principles in the document are: Don't count on funds until they have been received and maintain the 5% budget contingency fund. It was recommended that the principles include a statement maintaining the integrity of faculty and staff salaries. Ms. O'Connor opined that the annual target allocation of $600,000 for the establishment of equipment replacement of computer inventory is inadequate and should be increased to reflect real costs. CPC will take action on the Principles at its April 15 meeting.

The C.P.C. meeting schedule vis-a-vis 1997-98 BUDGET DEVELOPMENT was established as follows:

April 15   Regular meeting (Preliminary Budget Orientation and Discussion & Budget Principles)
May 6   Regular meeting
May 20   Regular meeting (1997-98 Tentative Budget)

June 3   Board Fiscal Committee
June 9   Board Study Session
June 26   Board Meeting (1997-98 Tentative Budget Approval)
August 21   Board Meeting (1997-98 Adoption Budget Approved)

ORACLE UPDATE

This item was deferred due to the absence of Bill Hamre. However, Ms. O'Connor stated that faculty met with Oracle representatives on March 13. Consensus among participants was that the SBCC faculty did an excellent job in their presentations to Oracle.. Discussion followed on the following issues related to this project: level of commitment by Oracle; costs (immediate and long term); cost of feasibility study; need for conversion; benefits to SBCC; other options . It is expected that the Board of Trustees will be asked to endorse the proposal for conversion at its next meeting.

PROPOSED CHANGES IN CREDIT DIVISION ACADEMIC CALENDAR FOR 1998-99

John Kay, chair of the Planning and Resources Committee, reported on the proposed changes to the academic calendar proposed by the Planning and Resources Committee. The impetus for this effort came from several sources: (1) results of SBCC student and faculty surveys showing strong support for calendar changes; (2) calendar changes in other community colleges which have received positive attention; (3) advancements in technology resulting in colleges rethinking the way instruction is offered and enhanced; and (4) necessity for responding to rising enrollments and dwindling. The proposed changes in the calendar meet State calendar regulations for funding (State regulations require a 175-day academic calendar, including 15 flex days). The SBCC plan would provide three flex days per calendar year. Flex days allow faculty time to work individually or in groups on academic planning and professional development activities.

The Committee is recommending the following calendar:

1. 175 day college calendar (reduced from 177 days)
2. Two, sixteen week semesters beginning Fall, 1998. Fall semester would begin August 26 (flex days on August 26-28); classes would begin August 31, 1998. Fall semester would end December 22, 1998. Spring semester commences January 22 (flex day on January 22), with classes beginning January 25. The semester ends May 25, 1999. The 16 week calendar would permit course experimentation with a modular format of two eight-week sessions.
3. There would be no winter intersession between semesters for the 1998-99 calendar year.
4. An eight-week summer session within which flexible summer sessions of various lengths could be scheduled.

The advantages of the Proposed Calendar are:

1. Improves student success
2. Lowers student attrition
3. Less faculty "burnout"
4. Synchronizes SBCC calendar more closely with UC and CSUC campus calendars
5. Provides time for professional growth and development activities
6. Provides more efficient use of facilities
7. Permits early summer job market opportunities for students

The disadvantages of the Proposed Calendar are:

1. Requires reconfiguring class schedules and instructional materials such as course syllabi
2. Raises questions of accountability during non-teaching or "flex" days
3. Issue of monitoring non-teaching activities
4. Additional costs

Some issues are still to be resolved. These includes reworking faculty policies with regard to office hours, committee work, faculty contracts, and compensation. Liz Auchincloss emphasized the need to look at the impact the new calendar would have on classified staff. Dr. Kay urged everyone concerned to study this calendar proposal carefully in terms of its feasibility.

COLLEGE PLAN MANAGEMENT

Lupita Tannat summarized her activities as project manager for implementation of the College Plan. She has met with each of the vice presidents to review their goals and objectives, the activities being undertaken to achieve the goals and objectives, adjust timelines if necessary, and identify obstacles or problems in implementation. The next major objective is to define, using program management methodology, the measures to evaluate whether an objective is being achieved.

The next meeting of the CPC is scheduled for April 15.

The meeting was adjourned at 4:35 p.m.

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cc: Deans, Assistant Deans, Department Chairs, Academic Senate, Instructor's Association, CSEA, Classified Council, *The Channels*, College Information