

**SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL  
September 6, 2005  
3:00 PM - 4:30 PM  
A218C**

**MINUTES**

PRESENT: J. Friedlander, P. Bishop, S. Ehrlich, L. Fairly, J. Sullivan, A. Serban,  
K. McLellan, E. Frankel, T. Garey, P. Haslund, B. Lindemann, K. Molloy,  
L. Auchincloss, M. Guillen, J. Jackson

GUESTS: P. Naylor

**1.0 Call to Order**

Chairperson Jack Friedlander called the meeting to order.

Dr. Friedlander introduced three new members of CPC: Paul Bishop, Vice President of Information Technology; Mike Guillen, CSEA representative; and Barbara Lindemann, representative of the Planning & Resource Committee.

**2.0 Announcements**

2.1 Jason Walker has accepted the position of Director of Educational Applications.

**3.0 Information Items**

3.1 Enrollment update and FTES needed to meet funded enrollment cap:  
*Friedlander/Serban*

Andreea Serban reported that the enrollment for the 6.00 – 11.99 and 12.00+ units are up 3.9% compared to the same time last fall. Dr. Friedlander added that last year there was an unusually high number of students that either did not attend classes in which they enrolled or withdrew from classes prior to census week. However, this semester the deans are reporting that the classes are full. He said enrollments were up over 6% this summer so we are going into this semester strong. Plus, we have expanded the number of Dual Enrollment and Professional Development Center classes this year. The increased FTES generated from these late start courses are not yet reflected in the enrollment data.

Andreea Serban provided a summary of the budget workshop which was put on by our system office outlining some of the most important points in terms of our funded enrollment targets. She said that for the first time in four years the system

didn't reach its growth cap. The good news is that the college's funded base FTES has increased significantly. The college received funds in its ongoing base allocation for all the FTES it produced in 2004-05. The college's growth cap of 2.58% for 2005-06 is based on the funded FTES it produced last year. We will plan for the 2.58% cap which means that credit needs to grow by an additional 327 FTES, approximately 112 additional 3-unit sections. Dr. Serban said that for fall 05 and spring 06 we need to generate approximately 276 more California resident FTES compared to last year. She concluded this is an extraordinary challenge for us this year. Jack Friedlander said he was proposing to the Academic Senate this week to have two summer sessions beginning summer 2007. The results of the student survey showed that students want this option. Plus, the new student system can handle two summer sessions and will be ready to use prior to the start of the enrollment period for summer 2007. We will be able to count summer session 1 toward the prior year's FTES and summer session 2 towards the following year's. Dr. Friedlander said he wants to allow enough time for faculty and staff to identify the challenges and the costs associated with offering two summer sessions and to allow ample time to plan for implementation.

As an aside, Sue Ehrlich commented that she had just returned from one of a series of training meetings on SCT/Banner implementation. She said this is the ideal time to involve staff in planning the implementation of the new system and to provide them with the training needed to do so. She said we are overdue to address some of the staffing issues we have if we are going to get through the SCT/Banner implementation. Sue Ehrlich further commented that this new data system will not save staff time or reduce the number of staff needed. She stated that's it's extremely crucial that we deal with the staffing issues early in the process. Several members of the Council made statements that reinforced Vice President Ehrlich's comments. Jack Friedlander said he would convey this information to John Romo.

3.2 Results and implications of the student survey conducted in spring 2005:  
*Friedlander/Serban*

Jack Friedlander stated that last spring the college conducted a student survey. The Council was provided a summary of the initial findings and implications. Dr. Friedlander asked that the Council read it and be prepared to discuss it at a future meeting. Andreea Serban will e-mail to the Council the full report. The Council had an initial discussion of a problem evident in the survey that students are working more hours than recommended for the units they are taking and the ramifications of doing so.

3.3 Moving ½-time LTA in Drafting/CAD from VTEA funds to district funds. Funds to pay for this position came from a reallocation within the ED Programs budget.

The Council was so informed. Jack Friedlander stressed the importance of moving critical VTEA funded positions into the General Fund whenever possible to do so.

#### 3.4 Update on Digital Campus: *Friedlander*

Sue Ehrlich described her participation in the “discovery” meetings which involve staff and the consultants from the SIG group which are helping in the implementation of SCT/Banner. It is a very concentrated and logically thought through process of incrementally working with the key areas of the college that will be affected by the implementation; walking them through what is available in SCT/Banner; identifying the key decision points that need to be made as they go through the implementation; and to identify who will need to make decisions on any key points (e.g., HR and payroll, CE, academic calendar). It is to look at what is there and what we have to do to get there. This includes thinking ahead to what we can do to maximize the interface between the District and the county who puts out our payroll and to avoid duplication of data entry and services as much as possible. Jack Friedlander said that the purpose of these discovery sessions are to identify: (1) implementation timelines; and (2) the resources and staffing needed to implement and maintain the new system. This process is in essence what Dan Watkins will use to develop the implementation plan.

Jack Friedlander will notify Dan Watkins that he will need to be very conscious of including faculty in any aspect of the decision making process that affects the ways in which they conduct their jobs.

#### 3.5 Update on CPP: Suggested changes to the draft of the CPP identified by EC

- A. Tier 1 recommendations that are being implemented
- B. Process for analyzing Tier 2 recommendations

Jack Friedlander said that the Council spent a lot of time last year working on the CPP process of sorting information into the three tiers. This past summer, EC prepared a status report on the status of the Tier 1 items. In addition, EC identified the Tier 2 items it believed should be given the highest priority. Andreea Serban will e-mail the document that reflects this input to the Council. John Romo is asking the Council to identify those Tier 2 items on which to focus. This discussion will be a major part of the next CPC meeting.

Joe Sullivan will bring to the next meeting a list of the major maintenance projects that are being worked on and the list of the major construction projects that are projected to take place in the next few years. One of the purposes of this presentation is to provide the Council estimates of what the state will pay for and the projected costs of these projects. This will help us prioritize better. Jack Friedlander said we have some huge challenges ahead of us over the next few years. We are starting construction on the SoMA building in January 2007 which

will necessitate setting up a staging area. He said we will need to remove the ESL/International Education Building, ECOC 1 & 2, security and the FRC buildings. At roughly the same time, will need to empty the Physical Science Building to remodel it for health and safety reasons. Dr. Friedlander added that we were recently informed that our request to renovate to the Drama/Music Building will be funded and that will be done at roughly the same period the SoMA building is being constructed.

Andreea said we are due to submit our midterm accreditation report on October 15<sup>th</sup> and it needs to be approved by the Board on September 22<sup>nd</sup>. CPC will need to approve this document at it's CPC meeting on September 20<sup>th</sup>.

#### **4.0 Discussion Items**

##### **4.1 Student Success Initiative (*Molloy*)**

Kathy Molly reported that the fall inservice was one of the more successful ones we've had. She said that at the next Academic Senate meeting John Romo will talk about the charge to the Academic Senate for the initiative and each division Senator will give a brief summary of the discussion on student success that took place at their in-service day meetings. The Senate also asked that the task force reconvene and serve the function of providing a review/analysis process of proposals that are submitted. The task force will meet regularly and report back to the Senate. Dr. Friedlander said the initiative will be presented to CPC as it will have some budgetary implications.

##### **Update on Student Learning Outcome (SLO) project (*Friedlander*)**

In regard to SLOs, Dr. Friedlander reported that 80 faculty and staff members are currently engaged in this process. There are two classroom SLO cohorts and one student support programs cohort engaged in the student success initiative. Faculty who were part of the first SLO group will meet at the end of September to discuss what is being learned in the process. He indicated that it is part of the student success process.

#### **5.0 Other Items**

##### **5.1 Need to change date of scheduled September 20<sup>th</sup> meeting.**

*Discussion moot; CPC will meet at it's regular time on September 20<sup>th</sup>.*

#### **6.0 Adjournment**

Chairperson Jack Friedlander adjourned the meeting.