

SANTA BARBARA CITY COLLEGE

CLUSTER LEADER COUNCIL

MINUTES

September 7, 1979

MEMBERS PRESENT: D. Anderson, J. Edmondson, H. Dunn, R. Fairly, J. Morrisohn, P. Olsen, C. Solberg, M. Taylor, J. Webber, P. Huglin (Chairperson)

EX-OFFICIO MEMBERS PRESENT: S. Conklin, M. Elkins, D. Emerson, G. Gaston, R. Sanchez

GUESTS: C. Hansen

1. INTRODUCTION OF CLC MEMBERS

Members of the Cluster Leaders Council were introduced to four new representatives who will serve on the Council this year: (All subject to Board of Trustees approval on September 27.)

Dwight Anderson	Counseling/Personal Development (Elect)
Jim Edmondson	Physical Science/Math/Foreign Language (Elect)
Phil Olsen	Life Science/Geology/Marine Technology
Jinny Webber	English/Journalism

2. INTRODUCTION OF CHARLES HANSEN, BUSINESS MANAGER

Mr. Hansen, Business Manager for S.B.C.C. was introduced by the Chairperson. Mr. Hansen gave a brief overview of his personal and professional background and stressed that he is very sensitive to faculty concerns and hopes to be of assistance wherever possible within the instructional program at the college.

3. PREVIEW OF 1979-80 BUDGET

The 1979-80 Budget amounting to \$14.8 million is a reflection of recently passed AB 8. Under this bill the college was asked to project an ADA Average Daily Attendance figure that would most likely represent the institution's average of the 4th and 12th census periods. Since this figure appears to be a primary factor in considering future funding, all attempts must be made to be somewhere near the institution's estimate of 8150 ADA for the 1979-80 college year. The bill, passed for a two year period, has an inflationary factor built into the second year of funding. Much uncertainty still exists regarding long term funding but the expectation is that a bill addressing a permanent funding base for Community Colleges will be approved within the next few years.

A possible aggravating influence is the Gann Amendment purporting to limit state expenditures. The nature of this amendment suggests that as the income

received by the state increases, a limit on spending would invariably return dollars to the public. This return, it is proposed, would reduce taxes statewide thereby further relieving the burden for taxpayers.

4. FALL 1979 REGISTRATION/ENROLLMENTS

Enrollments this fall are generally very good. There are more students on campus this semester as opposed to a year ago at the same time. Weekly student contact hours (WSCH) presently are down approximately 1.2% for the same period in spite of more students. Since final WSCH figures are not all in as yet, the feeling is that the total WSCH may increase slightly.

5. ACCREDITATION UPDATE

The Council was informed that a group had met this past summer to plan events associated with accreditation. A Steering Committee scheduled to meet monthly is being formed to include the following:

Faculty - 4	Student - 1
Administrators - 4	Continuing Education - 1
Student Services - 1	Classified Personnel - 1

Nine sub-committees will be formed in the areas of 1) Objectives/Functions, 2) Institutional Program, 3) Institutional Staff, 4) Student Services, 5) Community Services/Adult/Continuing Education, 6) Learning Resources, 7) Physical Plant/Equipment, 8) Financial Resources, 9) Institutional Governance/Administration. Each sub-committee will elect a chairperson who will serve on the Steering Committee. Membership on these sub-committees will include 3 faculty and one representative from the Administration, Classified Staff and Students.

6. ADMINISTRATION BUILDING CLASSROOM REHABILITATION UPDATE

An updated overview of the rehabilitation project for the administration building was discussed. It was pointed out that Phase I of the project is complete. This phase involves laboratory and lecture stations for Graphics, Photography, Electronics and Landscape Horticulture. Phase II, scheduled for completion later this month, includes instructional space for accounting and business administration. A-1221 will be used as a college conference room with 1st priority going to women's programs. Scheduling will be through Mrs. Brandt in the Superintendent/President's Office.

7. ALLOCATION OF INSTRUCTIONAL RESOURCES FOR 1979-80

Instructional resource allocation for 1979-80 will be very similar to the procedures used last year during 1978-79. Release of equipment funds will be accomplished after the twelfth week this semester. Insofar as supplies are concerned, the amounts this year are identical to last. Departments should therefore, plan on similar amounts available to them as last year. Requests for repairs will again be submitted to the Assistant Dean, Instructional Operations (Dave Emerson) and subsequent action will follow. Discussion is anticipated with the Business Manager to determine if there are more efficient means by which to allocate instructional resources in the future.

8. FALL FACULTY SEMINAR

A Fall Faculty Seminar has been planned for Tuesday, October 9, 1979 in the Garvin Theatre. Information on Santa Barbara City demographics and S.B.C.C. student characteristics will be presented. Occupational/Vocational Education, Continuing/Adult Education and Student Services/Counseling will also discuss their means for assessing student and program needs. The three year curriculum plan originating from the Curriculum Committee will also be discussed, and a completed format presented involving the History Department. The seminar will conclude with a no host refreshment session and Hor d'oeuvres at the Miramar Hotel. An inservice day will be used to schedule this event and all faculty are expected to attend.

9. FACULTY SPONSORED SEMINAR

The Instruction Office is encouraging the creation of Faculty Sponsored Seminars. These seminars would be planned and presented by interested members of the faculty. They would be scheduled throughout the college year and topics would include items of significance for the institution. Probable subjects may involve a discussion in Basic Skills, The Adult Learner, Working with the Handicapped Learners, etc. The Instruction Office will provide assistance in coordinating the event. This possibility is being viewed as an internal professional development opportunity. Cluster Leaders were asked to take this matter to the faculty through Department Chairpersons to determine the extent of interest.

10. 1980 SPRING SCHEDULE OF CLASSES

Materials associated with the development of the Spring 1980 Schedule of Classes have been sent to Department Chairpersons. According to the time-table outlining events to be followed, Schedules are due in the Instruction Office Tuesday, September 18, 1979. The reason Schedules are being called for at this time is that all material must be sent to the typesetter by November 1, 1979 if Schedules are to be ready for distribution to the public by December 1, 1979. Registration for returning students is scheduled prior to Christmas.

Initial TLU allocations have also been made to each department. The basis for the allocation was the final Spring 1980 and Fall 1980 TLU distributions, course enrollments, student interest and demand. If additional faculty resources are needed to offer a balanced day and evening program, departments are encouraged to meet with Instruction Office personnel to review additional needs.

A question was asked whether consideration has ever been given to advertising a minimum number of classes until registration and then open as many sections as may be necessary and justified. Although this approach has never been attempted, the method will be further evaluated to ascertain whether it would be a worthwhile endeavor.

11. CETA ELECTRONICS PROGRAM

An Electronic Technician Program will begin October 1, 1979 designed to train Electronic Technicians and Assemblers. The program is being offered in conjunction with CETA on an open entry/open exit basis. Students will receive

minimum wages for their training and will participate in OJT (on job training) activity. Trainees will receive instruction and training or developing good work habits and safe working habits with emphasis on the individual's responsibility on the job. Students will learn proper procedures and techniques as assemblers and technicians.

12. EVENING COLLEGE ADMINISTRATION

Administrative coverage for evening instruction will again be handled by personnel from the Instruction Office. David Emerson will be available Mondays and Wednesdays, Mel Elkins - first and third Tuesdays, Shirley Conklin - second and fourth Tuesdays, Richard Sanchez - First and third Thursdays and Ken Berry - second and fourth Thursdays - Pat Huglin will serve as relief in the event one of the above persons has a conflict and cannot provide coverage. David Emerson has overall responsibility for the administration of the Evening College.

13. WAREHOUSE SATELLITE

The problem involving location of the Warehouse and the problems associated with it was discussed. The Business Manager was asked whether he has had opportunity to review the issue and concern. Not having had time, he indicated he would look into the matter in the near future and commented "it did not make much sense having it located so far from campus."

14. CARRY-OVER ITEMS FROM SPRING 1979

The fifteen discussion items carried over from Spring will be addressed according to their perceived interest and immediate nature to the Council. A survey was taken during the meeting to determine these issues that appear to be of highest priority. The list will be included in the next CLC agenda.

NEXT MEETING(S)

September 26, 1979

October CLC meeting dates: October 9, 1979, October 23, 1979

RMS:ms

cc: Dr. Mertes
Mr. Gaston
Mr. Burt Miller
Administrative Deans
Department Chairpersons
Representative Council