

Santa Barbara City College

CLUSTER LEADER COUNCIL

Wednesday, November 12, 1980

MEMBERS PRESENT: D. Anderson, P. Freeman, K. Halbach, M. Harker,
M. Ryan, C. Solberg, J. Webber, P. Huglin presiding

MEMBERS ABSENT: H. Fairly, No Representation from Physical Science,
Math, and Foreign Language

EX-OFFICIO MEMBERS
PRESENT: M. Elkins, J. Romo, R. Sanchez

EX-OFFICIO MEMBERS
ABSENT: S. Conklin

GUESTS: Donna Davis

I. EMERGENCY PROCEDURES

Donna Davis, the college nurse, is interested in meeting with faculty in order to outline emergency procedures in classroom or field trip settings. Cluster and/or Department chairs are encouraged to schedule her into Cluster/Department meetings.

II. COMMENTS FROM FALL CJCCA CONFERENCE IN LOS ANGELES

The big issues were finance, general education, and definition of the AA/AS Degrees.

Joe Cosand, former Santa Barbara City College president, was the keynote speaker. He emphasized the importance of "local control" in government and administration of community colleges.

Ed Birch, Assistant Chancellor at UCSB, was a panelist on the subject of transfer. He emphasizes that the SBCC/UCSB transfer record was counter to that reported in the Kissler report out of UCLA; i.e., SBCC transfers fared "very well" at UCSB.

III. PROFESSIONAL DEVELOPMENT PLAN

Sanchez reported that the Representative Council and the Superintendent-President approved the plan with some modifications. Implementation will begin immediately. Some \$15,000 has been budgeted for the current year under Conference and Travel, In-Service, and Staff Development.

IV. CLC/RARB

Huglin has been directed by the Superintendent-President to prepare a specific plan wherein CLC (Augmented) would take over the program policy and budget review responsibilities from RARB. When developed, the proposal will be forwarded to the appropriate college committees for review.

V. DEPARTMENTAL LEADERSHIP STIPENDS

Request for payment of departmental stipends has been submitted to the Board of Trustees for consideration at their November 13, 1980 meeting. If approved, payment will be made in December.

VI. COURSE APPROVAL PROCESS

Sanchez took the committee through the elaborate labyrinth of this process. He distinguished between new courses, modification of existing programs, and new programs. In the latter case, it is necessary to go beyond the local Board of Trustee level for final approval, namely to the Chancellor's office and CPEC. It is conjectured that by 1984 the fledgling U.S. Department of Education will be involved, if indeed it survives the Reagan Administration.

VII. INSTRUCTIONAL MATERIAL FEE POLICY

At the present time there is no policy governing instructional materials fees at Santa Barbara City College. As a result, a policy has been developed describing procedures for departments discerning a need to have an instructional materials fee charged in the department. The policy, endorsed by the Board of Trustees' Subcommittee on Educational Policies, was discussed in detail. A copy of the new policy was given to each Cluster Leader and will be promulgated to the Department chairs following Board of Trustee approval.

VIII. CANCELLED CLASSES

Romo discussed the fact that the Instruction Office was receiving complaints from students relative to cancelled classes with no prior notification. He mentioned that this was a problem almost exclusively with the hourly staff (especially evening) and that it is another indication of the need for better communication with hourlies, particularly from the Department Chair level.

IX. DEPARTMENT CHAIRPERSON WORKSHOP

The council was informed that an evaluation of the Department Chairperson Workshop held October 22, 1980 revealed that the activity was well received.

An idea relative to sponsoring another workshop in the Spring on the subject, "The Role of the Department Chairperson" was discussed. Members agreed that such an activity was necessary. Plans will be developed and presented to the council for review at a later meeting.

X. PERSONNEL (CERTIFICATED AND CLASSIFIED) REQUESTS UPDATE

Romo reported that all but ten departments had returned the staffing request form. He requested that CLC members help him in contacting these departments. The following procedure for the analysis of staffing requests was presented:

TIMELINE

1. Staffing data to be gathered and compiled by the Instruction Office. This stage of analysis will include the reporting of 3-year plan projections and Ad Hoc Contingency Planning Committee recommendations. Nov. 1 - Nov. 26

TIMELINE

2. Data analyzed by the Instruction Office and reported to the Cluster Leader Council with initial recommendations. Nov. 1 - Dec. 3 & 10
3. Data and Instruction Office recommendations reviewed by Cluster Leader Council. Nov. 1 - Dec. 3 & 10

XI. IN-SERVICE

The next activity is scheduled for March 10, 1981. The "theme of the day" will be Accreditation. Dr. Robert Swenson, former Superintendent-President of Cabrillo College, and now the head of the Western Accreditation Association for Community Colleges, will address the Santa Barbara City College faculty. Following his presentation, a panel presentation will be held, followed by faculty discussion groups. Planning is being coordinated by Sanchez in concert with faculty.

XII. SPRING 1981 SCHEDULE OF CLASSES

Sanchez was most positive as to Department Chair input in this process.

XIII. NEXT CLC MEETING

December 3 and 10, 1980 from 3:00 p.m. - 4:45 p.m. in the Health Occupations Conference Room.

bk

cc: Dr. Mertes
S. Conklin, M. Elkins, R. Sanchez, J. Romo
G. Gaston
Cluster Leaders
Administrative Deans
Department Chairpersons
Representative Council