

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

November 15, 1983

M I N U T E S

Present: P. Huglin, Chair; M. Bobgan, A. Bailon, N. Cretser, L. Fairly,
P. Freeman, G. Gaston, C. Hanson, E. Jardine, J. Kay, M. Mallen,
D. Oroz; Resource: Burt Miller, J. Romo, R. Sanchez

RECOMMENDATION ON MODIFICATION OF PLANNING/BUDGET CALENDAR FOR 1983-84

At the recommendation of the Superintendent/President the College Planning Committee unanimously approved the change of due date for planning materials from cost centers from 12/16/83 to 1/3/84.

REVIEW, UPDATE ON STATEMENT OF INSTITUTIONAL DIRECTIONS AND PLANNING FORMS FOR 1984-85

The Chair reported that Burt Miller will be distributing packets of planning materials containing the SBCC Mission Statement, Statement of Institutional Directions, an article entitled "What the Next 50 Years Will Hold," and forms designed to assist departments in developing their 2-, 3-, 4-, and 5-year plans.

The SBCC Mission Statement, which has been accepted by CPC as a working document in the planning process of the College, is the Colleges' statement of philosophy in terms of the community served and the programs offered. The Statement of Institutional Directions (strategies) is a specific guide for departmental planning.

There was some discussion on the lack of specificity in the Mission Statement and what is meant by strategies. Members expressed the need to have a statement of goals the College plans to pursue in the next few years and how those goals will be achieved.

The Chair appointed Evanne Jardine, John Kay, Burt Miller, John Romo and Richard Sanchez as a committee to develop the working or operational objectives to be used in achieving the goals as outlined in the SBCC Mission Statement and Statement of Institutional Directions. The Chair directed the committee to return to CPC with a proposal by March 15, 1984. Burt Miller was asked to call the first meeting. John Romo has subsequently agreed to chair the subcommittee.

UPDATE ON PROGRAM REVIEW PROCESS IN DIVISION CHAIR COUNCIL

Dr. Sanchez reported that the information required for the Program Evaluation and Review has been distributed to all divisions and that evaluation by departments, Division Chair Council and the Instruction Office is progressing in a satisfactory manner. He stated that the Sciences Division is nearing completion and that the English and Math/Earth Science/Computer Science Divisions are ready for evaluation by Division Chair Council.

The Chair commended Dr. Sanchez for his work in gathering the data required for evaluation and in meeting the difficult timeline that was established.

PROGRAM EVALUATION AND REVIEW

PRESIDENT'S OFFICE

Mr. Oroz reviewed the self-evaluation methodology for the President's Office for CPC listing the elements: statistical data review, function/responsibilities, accomplishments/summary and client survey.

M/S/C Oroz/Fairly - Unanimous

To approve the self-evaluation methodology and to go ahead with the study for the units in the President's Office: Personnel, Assistant to the Superintendent/President and Public Information.

Completion date for study: January 17, 1984

BUSINESS SERVICES

Dr. Hanson distributed and reviewed the methodology for self-evaluation for the Business Services Division.

Completion date for study: January 17, 1984

CONTINUING EDUCATION

Dr. Bobgan presented the self-evaluation documents being used by Continuing Education and explained the procedures used by his division, since the usual WSCH and Cost/FTE do not apply.

Completion date for study: January 17, 1984

STUDENT SERVICES

Mrs. Fairly reported that the self-evaluation for Student Services is in progress.

Completion date for study: February 7, 1984

CONTINGENCY PLANNING RESOLUTION FROM REPRESENTATIVE COUNCIL

Evanne Jardine, Academic Senate President, spoke to CPC stating that Rep. Council has made a specific request that the qualitative part of the Program Evaluation and Review not be used in contingency planning, since it was developed for use by departments for self-study/improvement.

It was agreed by members that the use of qualitative analysis is of value for some departments.

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Contingency Planning Resolution from Representative Council (continued)

M/S/C Kay/Mallen - Unanimous

Since the qualitative part of the Program Evaluation and Review was originally designed for departments to use for self-evaluation, it shall not be used as an element in contingency planning except at the option of the individual department.

PARKING FEES PROPOSAL

Dr. Hanson distributed and briefly reviewed the proposed parking fee proposal for CPC.

ba

cc: Asst Deans
Division Chairs
Department Chairs
Rep. Council