

SANTA BARBARA CITY COLLEGE

CLUSTER LEADER COUNCIL

Minutes

November 14, 1979

MEMBERS PRESENT: Anderson, Dunn, Edmondson, Fairly, Huglin, Morrisohn, Olsen
Solberg, Taylor, Webber

RESOURCE PERSONS

PRESENT: Conklin, Sanchez

I. REPORT ON CURRICULUM COMMITTEE ACTIVITIES

Members were informed of several items related to the College Curriculum Committee:

A. Curriculum Approval Procedures:

Procedures to be used by the Committee this year in endorsing curriculum are identical to those used last year. All proposals will be afforded a hearing and decision stage. During the hearing phase, a presentation is made by the department proposing the course. A question/answer period follows. The proposal normally lays idle for a two week period and a vote taken at the next meeting.

B. Prioritization of Curriculum With Additional Cost Implication:

A subcommittee has recommended there is no need to prioritize curriculum with cost implications. The reason for this is that presently, allocation of TLU's is handled by the Instruction Office. Departments requiring additional TLU's will inter-face with the Instruction Office regarding any augmentation. Therefore, the role of the committee should involve primarily a review of content and whether the proposed offering is consistent with department and institutional goals. Another recommendation of the sub-committee is to have all new courses proposed for offering subject to an experimental stage lasting two or four semesters. The reason for this is that each time a new course is approved as legitimate offering, it becomes permanent without knowing whether or not the course will do well. This way, all courses can be carefully scrutinized for a designated time frame prior to it being granted permanency. Both recommendations are under consideration.

C. Committee Absences:

Due to absences in previous semesters by some members, a recommendation has evolved and been endorsed by the committee stating that any members missing four meetings will be replaced. If this should occur, the Cluster Leaders will be notified and asked to appoint/elect another representative to the committee. Absences have not become a problem so far.

D. Membership:

So that continuity may exist within the committee, a suggestion was made to have representatives serve two year terms with one-half of the membership being reappointed each year.

E. Meeting Time:

Effective Spring, 1980, the Committee will meet each Tuesday from 3:00-5:00 P.M.

F. Latent Offerings:

Last college year, a recommendation was made stating that the Instruction Office should identify those courses that have not been offered for at least four semesters. Department Chairpersons were to be notified and a determination made whether to maintain or delete the course. Data has now been made available and it is expected that departments will soon be notified.

A question was asked relative to the procedure used in past semesters whereby any new course proposed must either supplant or replace an existing one. This procedure has been abandoned since the Committee viewed it as a means of stifling curriculum development.

II. SPRING 1980 SCHEDULE UPDATE

The development of the Spring 1980 schedule of classes is progressing according to the established timetable. Galleys have been proofed and a camera ready copy of the schedule will be delivered to the News Press Monday, November 19, 1979. The aim is to have schedules delivered and available for on-campus distribution during the week of November 26, 1979.

III. ACCREDITATION

The Steering Committee met a few weeks ago to review materials developed for each sub-committee. Memberships for each sub-committee has been determined and first meetings will soon take place. According to the timetable, we are four weeks behind schedule. Therefore, each subcommittee is urged to begin their part of the process without delay.

IV. PERSONNEL REQUESTS FOR 1980-81

Due to the uncertainties related to fundings, it is expected that all vacant contractual positions will remain funded but unfilled. Most of these will be covered by part-time faculty. Classified positions will be reviewed individually and a decision will be made to fill only those positions critical to the operation of the institution. In spite of this proposed action, departments are encouraged to plan their staffing needs, both certificated and classified and translate them into the forms to be provided by David Emerson prior to Christmas.

V. FORECASTING UPDATE/HARRY FOX

The Tri-County Occupational Advisory group is attempting to raise funds to compensate Mr. Harry Fox for the development of a Vocational/Occupational Forecasting Mode. More information on this will be provided by Mel Elkins at a later date.

VI. "LINE OFFICER" DUTIES OF CLUSTER LEADERS

A Cluster Leader shared a concern discussed within his Cluster having to do with the responsibility accorded to Cluster Leaders. He indicated that the department viewed him more as providing service than anything else. The question was raised as to why Cluster Leaders received various data pertinent to the Cluster when it appeared the data should be sent directly to the department.

In response, it was indicated that Cluster Leaders are recognized as intermediaries between departments and the Instruction Office. The positions were created since it was difficult and cumbersome for the Instruction Office to effectively serve 40+ departments.

VII. SUBSTITUTE PAY

A clarification of the substitute teacher policy was requested. Mr. Huglin indicated that since Proposition 13, funds for the employment of substitute teachers have not been available for day-to-day absences; the options involve providing coverage from within the department or cancelling class. On long-term absences, arrangements have been made to have classes covered with the monies taken from the existing certificated hourly budget ... also transfers will be made from the unfilled contractual positions for these purposes. No change on policy is expected in the near future. Although the policy limits the use of substitute coverage, departments and individual faculty are encouraged to continue coordinating all absences with the Instruction Office.

VIII. ROYALTIES-FACULTY MEMBERS AND TEXTS ASSIGNED ON CAMPUS

The issue of whether royalty payment should be controlled when faculty teaching at the college author a book and then require that text for their course was discussed. Comments indicated this was not a concern on campus since most faculty who have had texts published seldom receive royalties. A motion was made to develop a policy to this effect. The motion failed.

IX. SECURITY UPDATE AND FUTURE PLANS

Don Seaver reported that he had recently met with Dr. Mertes to discuss security on campus. A budget amounting to approximately \$50,000 will be developed for security, day and evening. The intent is to provide coverage from 8:00 A.M. to 11:00 P.M. weekly. An increase in the amount of hours will occur so that a minimum of two persons are on duty during the day and up to 8:00 in the evening. These persons will be clearly identified with assigned patrol areas involving the West Campus, the Physical Education area, the upper Library and Campus Center areas. A vehicle will be purchased with lights mounted. Radios have been ordered that will have capability of communicating to the local police. Bicycles will also be purchased for patrolling. Mr. Seaver is to be released full-time during the Spring 1980 semester to continue coordinating and developing security for the campus. A major concern involves procedures to be followed in the event an emergency develops. These are being established and in the meantime, all emergencies arising during the day are to be reported to Mr. Seaver and the evening administrator on duty for evening emergencies.

X. WSCH COMPARISON 4th AND 11th WEEK

A comparison of WSCH at the 4th and 11th week for the past nine semesters was provided and discussed. Mr. Huglin called attention to the fact that the decline in WSCH from the 4th to 11th week during this current semester is the largest ever. A discussion related to attrition involved. Due to the fact that the budget under AB8 is based on a projection of ADA, any decline in WSCH would have negative effects on the projected figure, thereby causing a reduction in the total budget for SBCC. Future funding mechanisms were discussed that involve similar projections. It was agreed that high attrition, the principal cause of the decline in WSCH, will become a major problem in future years insofar as funding is concerned unless measures are taken to reduce it. As the discussion continued, it became apparent that attrition was in fact a serious matter. A suggestion was made to have the item appear as a future agenda item for greater in depth discussion.

XI. SBCC FACT SHEET

A fact sheet showing personnel, college enrollment, ADA, and expenditure per ADA and graduates was provided as information.

XII. NEXT MEETING

Normally, the CLC meets the 2nd and 4th Wednesday of each month. One of the more important items to be discussed is the status of the 1979-80 budget. In order to meet Charles Hanson's schedule and to not meet immediately prior to FINALS, the next meeting of the CLC will be scheduled for Wednesday, December 5, 1979.

PH/jm

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