

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

College Planning Council
Santa Barbara City College

Tuesday, October 17, 1995

MINUTES

Present: Dr. Peter MacDougall (Chair), Mr. Don Barthelmess, Mrs. Lynda Fairly, Dr. Jack Friedlander, Mr. Tom Garey, Mr. Bill Hamre, Dr. Charles Hanson, Mr. Dan Oroz, Mrs. Janice Peterson, Mr. John Romo, and Mr. William Sutton (ASB Representative)

Absent: Mr. Bill Hull and Ms. Cecelia Kuster

Guests: Ms. Liz Auchincloss, Ms. Jo Bedard, Mr. John Marrazzo, Ms. Kathy O'Connor, and Ms. Ana Wilson

I. Call to Order

The Chair called the meeting to order at 1:05 p.m. and briefly reviewed the Steering Committee's history for Mr. Sutton, ASB Representative.

II. Review of Redesign Team Schedule/Status Report

Ana Wilson reviewed the status of each team. The Chair reviewed the membership of the Technical Team and congratulated Ms. Wilson for her highly effective efforts to coordinate team activities. He also complimented Mrs. Peterson on the training progress. The Chair previewed the agenda attachment on SBCC's *Process Owner's Guide to Prototype and Implementation*. Another item relating to the schedule is the increasing demand on the Instructional Technology staff. Mr. Hamre is in the process of detailing the challenge.

III. Review End Results/Constraints for Remaining Redesign Projects

- A. **Payment of Claims.** A constraint added to say that the Redesign, in its initial implementation, must support the CECC data requirements.
- B. **Assessment/Advisement.** Add "if any" after "fewer" (Fewer, if any, trips...). Title changed to "Pre-Enrollment Assessment, Orientation, and Advising." Eliminate "and processes" under constraints. Change "advisement processes" to "advisement procedures."
- C. **Computer Training.** Various changes in the wording were suggested. Mr. Hamre will write the final copy.
- D. **Access to SBCC Information.** Mr. Hamre will develop the final language to accommodate suggestions advanced.
- E. **Employment.** It was suggested that the process should include recruitment. The Council looked at the step in the hiring process

- Asking for a position
- Securing Approval for the Position
- Developing the Job Description
- Recruiting
- Selecting
- Processing

The Council agreed to rewrite according to suggestions offered by members of the Council.

- F. **Non-Credit Schedule Development.** Changed to a CQI project pending the completion of the Credit Schedule Development Project.
- G. **Learning Resource Center.** Dr. Friedlander distributed copies of the proposed end results for the Learning Resource Center Redesign Project. Dr. Friedlander noted that the title should be changed to "Student Academic Support Services." The following phrasing changes were made:
- The End Result: To show that students seeking and receiving academic support services are aware of available service. Further, those who receive the services are better prepared to succeed in their classes.

Jack will write the final copy.

IV. Communication Committee Status Report

Jo Bedard reported on the Committee's efforts in recent weeks and distributed copies of the StarTech Newsletter. A survey will be distributed soon as a follow-up to the survey from last year. Suggestion Boxes are located in many areas on campus. The Chair expressed the Council's collective appreciation and suggested that a one-page listing of plans for the future would be helpful to the CPC.

V. John Marrazzo Presentation

- A. Compliments to SBCC on the good work we have done. "In a comparison mode, you are way ahead of others." This is going to make a big difference.
- B. The College has enhanced the process and it has grown and matured. The pilot did very well with very little training. Subsequent projects have had fine success. The process has begun to take hold.
- C. It is important not to drop the ball. The culture change needs to take place. Should feel very good about our progress.
- D. We are a leader in instructional redesign.
- E. We should be sharing our information as soon as possible.
- F. The Process: The Steering Committee's activity has gone on longer than expected. We may have too many projects/processes planned. The Instructional area needs to prioritize. The Steering Committee needs to end. Committees need a sense of closure. This one needs to draw its work to an end.

- G. The Blueprint needs more attention so it will become a tool to manage this process.
- H. The teams should not deviate from the methodology.
- I. The Communication Committee's job has only started. The implementation stage is going to be very difficult. Should not be a surprise to people.
- J. Process Owners are crucial in the implementation stage.
- K. Instructional Technology's role is crucial. Currently not staffed and organized for redesign, but it needs to be.
- L. Continuous Quality Improvement (CQI). Need to concentrate on what role it will be playing. A failure to follow up with CQI could be a devastating setback. Need to maintain CQI.

VI. Review the *Process Owner's Guide to the Prototype and Implementation*

The Chair asked the membership to respond to Ana Wilson with comments on the *Process Owner's Guide to Prototype and Implementation*.

VII. Committee Recommendation on Institutional Planning

John Romo summarized the contents of the October 13 memorandum from the Ad-Hoc Institutional Planning Committee.

We need to complete this effort by May. Feedback was requested on the document and volunteers to work on a survey. Mr. Hamre, Ms. O'Connor, and Dr. Friedlander agreed to assist.

The Chair adjourned the meeting at approximately 4:00 p.m.