

**Santa Barbara City College
College Planning Council
Tuesday, January 29, 2013
3:00-4:30 p.m.
Room 218C
Agenda**

1.0 CALL TO ORDER

- 1.1 Approval of 11/20/12 CPC minutes. (Att. 1.1)
- 1.2 Approval of 12/4/12 CPC minutes. (Att. 1.2)

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

- 3.1 Revised Reorganization Structure for CE – J. Friedlander (Att. 3.1)

CPC is being asked to endorse the reorganization chart for integrating Continuing Education into the Educational Programs Division of the college. At its September 18, 2012 meeting, the College Planning Council endorsed moving forward with the integration of the Continuing Education Division into Educational Programs beginning July 1, 2013. However, in order to enable the EVP, deans, credit managers and staff affected by the integration sufficient time to gain a fuller understanding of the continuing education programs and processes for which they would be responsible, it was agreed that the EVP would present the proposed organizational chart for Educational Programs to CPC when it was prepared to do so.

- 3.2 Vacant Position: Bookstore – J. Sullivan

CPC is being advised that a vacant buyer position in the enterprise bookstore fund is being replaced per our agreed upon procedure regarding positions supported by non-general fund, auxiliary accounts.

- 3.3 Refilling of Budgeted Classified Vacancies – P. English (Att. 3.3)

As a reminder, attached is a copy of the process to refill classified vacancies which was approved by CPC in December, 2012. At our meeting on February 4, EC+ will review and discuss the written rationales submitted by hiring supervisors and will share the outcome of this discussion with CPC at our following meeting.

- 3.4 CurricUNET Upgrade – J. Friedlander

The college was informed late in fall that CurricUNET was offering a \$5,000 discount to colleges who committed to a much needed upgrade by December 31, 2012. The software license and technical support needed to convert to the new version of CurricUNET from the version the college has been using. The new version of this curriculum management system contains a number of much needed and improved

components that colleges have been requesting. The ongoing increased cost to license the new version of CurricUNET will be included in the zero decision was made to allocate \$20,000 from the general fund to pay for the based budget that is submitted by the Office of Educational Programs.

4.0 DISCUSSION ITEMS

5.0 ACTION ITEMS

- 5.1 Special Report to the Accrediting Commission for Community and Junior Colleges Addressing Warning Status: Second Reading – L. Gaskin (Att. 5.1)

On December 4, 2012, CPC was presented with a first reading of this required Special Report in response to the Accrediting Commission for Community and Junior College's (ACCJC) placement of SBCC on warning last March. With this second reading, action by CPC to adopt this report is requested. It will then be presented to the Board of Trustees for first and second readings on February 14 and 28 respectively. The approved document will be submitted to ACCJC by the March 15, 2013 deadline. A site visit will then be conducted by ACCJC to validate the report.

- 5.2 New Classified Staff Position: Curriculum Specialist – J. Friedlander (Att. 5.2)

The College Planning Committee is being asked to support the funding of the proposed Curriculum Coordinator position. This position is needed to ensure that the college remains in compliance with local, state, and accreditation requirements and that our curriculum data is accurate, current and reported in a timely manner. Over the years the college has used a decentralized approach to managing its curriculum-related processes. As a result of the steady increase in the number and complexity of the state, articulation and accreditation requirements, our decentralized system for managing the college's curriculum processes are no longer adequate to ensure the institution remains compliant with rules and regulations. These deficiencies are being called out in our audit findings and need to be addressed in a systematic and permanent manner.

- 5.3 CPC Membership: First Reading – L. Gaskin

One of the findings of the accreditation Special Report prepared in response to the Accrediting Commission for Community and Junior College's placement of SBCC on warning is the limited formal involvement of the managers' group in the college's participatory governance structure, most notably on CPC. To help address this inequity, it is requested that CPC transfer the voting CPC seat from the Vice President of Continuing Education (currently vacant and will not be replaced) to a representative of the Managers' Group to be selected by that body.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, February 5, 2013 in Room A218C, 3:00-4:30 p.m.