

Santa Barbara City College

CLUSTER LEADER COUNCIL

MINUTES

March 19, 1980

MEMBERS PRESENT: Anderson, Edmondson, Gaston, Huglin, Morrisohn, Olson, Solberg, Taylor, Webber

MEMBERS ABSENT: Dunn

RESOURCE MEMBERS
PRESENT: Emerson, Sanchez

GUESTS: S. Culler, L. Rodrigues, A. Silvera

AD HOC TASK FORCE ON CONTINGENCY PLANNING

Mr. Huglin indicated that the Ad Hoc Committee On Contingency Planning will meet at 2 PM each Friday. The committee has been augmented by additional personnel from the classified staff and the committee now comprises 22 persons: Administration (5), Faculty (10), Classified (5) and two Resource Personnel from the Instruction Office. Their task is to look at the entire college and propose a long-term contingency plan based upon a 20% reduction in funds.

REGISTRATION/ENROLLMENT PROCESS

At an earlier meeting, the subject of registration was discussed. In response for information relative to enrollment procedures, Dr. Silvera and Lynda Rodrigues were present to go over the registration process and answer questions.

The first item covered was the application deadline. Described as flexible, it was pointed out that students were permitted to register up through the Friday preceding the beginning of the fourth week. As a result, it does not appear that the application deadline presents an obstacle. Rather, the fact that students registering late seldom find classes of primary preference appears to be more of a problem. Past experience indicates that these students are usually the first ones to drop, apparently disenchanted with their program. Another subject was schedule changes and departmental representation during registration. Without question, schedule changes create enormous difficulties for students and, therefore, it is extremely important that departments understand the need to minimize the amount of last minute changes. Department representation during registration has always been encouraged by Student Services. Dr. Silvera stated that in the past, departments with representation have normally been rewarded with more than adequate enrollments.

A question related to the length of time used for registration was also discussed. In response, it was stated that the only way to reduce the days used (which is presently 5) is to provide a larger facility that would accommodate larger numbers of students per hour. Various alternatives were discussed and Mr. Huglin agreed to be responsible for proposing future sites amenable to registration. Counseling during registration was also discussed. In previous semesters, much time has been devoted to continuing students leaving little time for new students. The staff is attempting to find

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a way to provide service for continuing students earlier and leave the time during registration open for new students. A problem raised was that presently there is no reliable system designed to keep track of open courses during the first weeks of school. Several possible solutions were discussed that would provide this information. Every attempt will be made to develop an approach that will have this information available for counselors. The drop/add process was also addressed. The feeling is that our present system does not accommodate students very well. Comment was made that regardless of what system is implemented, the drop/add process is a "phenomenon" one must learn to "live with". Application procedures and information were also discussed. It was indicated that the only information requested was that required by law. As a result, it is not possible to further streamline the process (a sheet showing state requirements for college enrollment was distributed as information.) As the discussion came to a close, it was evident that numerous areas could be improved to facilitate the registration process. These include the use of a larger facility, shorter registration periods, department representation and accurate data on open/closed courses. Attempts will be made to resolve or rectify these concerns prior to registration, Fall 1980.

FINAL EXAMINATIONS

Mr. Huglin indicated that several infractions occurred last semester during final examination week. Once the final examination schedule is developed and published, it must be adhered to and any deviations must be coordinated with and approved by the Instruction Office. Department Chairpersons should be playing a key role in ensuring the final examinations are given according to the published schedule.

TERM OF OFFICE

Council members were reminded that the term for Cluster Leaders is two years. Five representatives have terms that will expire this college year and, therefore, re-elections or new Cluster Leaders will have to be selected. These persons are:

John Morrisohn	Applied Science/Technology
Merle Taylor	Business Education
Harold Dunn	Fine Arts/Ethnic Studies
Rusty Fairly	Health Technology/Physical Education/Recreation
Curtis Solberg	Social Sciences/Library

EQUIPMENT MONIES

Mr. Emerson stated that \$70,000 is available for equipment purchase. Allocations have been recommended according to the amount of equipment existing in various areas. Final allocations will be made after the President and Deans have had opportunity to consider the recommendation.

SCHEDULE OF CLASSES/CATALOG UPDATE

A revised timetable outlining events associated with the development of the Fall 1980 Schedule of Classes has been distributed. Cluster Leaders were asked to inform Department Chairpersons of the need to ensure that events described are followed. In

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particular, it was stated that May 19, 1980, is a very significant date and that cooperation is requested from all concerned. On that day, all Department Chairpersons will meet in A-211 at 2:00 PM to carefully check galley proofs for their department.

The development of the college catalog is also progressing well. Beginning April 2, 1980 Department Chairpersons will be asked to review galley proofs in the Instruction Office.

Earlier, it was suggested that the first phase in schedule development would tentatively occur in May, 1980. The rationale for this was that insufficient time is available during the Fall semester to adequately complete all required events. It was deemed best to begin earlier in order to have more time. Due to the approval of the late start by the Board of Trustees, this idea is being held in abeyance for further review.

STATE OF HEALTH OCCUPATIONS PROGRAMS

Deferred.

The next meeting of the Cluster Leader Council will be on Wednesday, April 9, 1980 at 3:00 PM.

PH/mjb

cc: Dr. Mertes
Mr. Gaston
Mr. Burt Miller
L. Rodrigues
Administrative Deans
Department Chairpersons
Representative Council