

Santa Barbara City College
COLLEGE PLANNING COMMITTEE
March 3, 1987

M I N U T E S

Present: J. Romo, M. Bobgan, J. Diaz, L. Fairly, H.P. Fairly, P. Freeman,
L. Friesen (for E. Hodes), D. Oroz

Absent: E. Hodes, B. Trotter (excused)

Guests: E. Cohen, B. Dinaberg, J. Friedlander, R. Wotruba

APPROVAL OF MINUTES: March 3, 1987

M/S/C Diaz/Fairly

To approve the minutes of the March 3, 1987 meeting.

Ayes: 6 Noes: 0 Abst.: 1

Mr. Fairly referred to the statement in the minutes in which the Chair directed that the use of lottery funds for "emergencies" be clarified at a future meeting, and inquired whether this item would be on the agenda. The Chair responded that the urgency for action on the certificated personnel requests precluded the inclusion of this item at this time. He stated that the general issue of CPC participation in future "emergency" expenditures, if necessary, was an appropriate one for the Committee to address, and that the item would be discussed more fully at another meeting. The Chair noted that the emergency allocation to the Theatre Arts Department was made from 1985-86 lottery funds, for which no criteria had been established by CPC. He emphasized that 1986-87 lottery funds have been committed using the criteria developed and approved by CPC, noting the exceptions of a percentage allocation to Continuing Education and the use of lottery funds for certificated personnel.

HEARING STAGE

1. Division Chair Council 87-88 Certificated Staffing Recommendations

The Chair prefaced the discussion by stating that Student Services would be submitting its certificated staff requests following item #1.

The Chair informed the committee that there are 8.5 certificated staff openings as shown in Attachment #2. These positions are the result of retirements, resignations and reduced workload assignments and all of the positions are presently budgeted.

The Chair presented the Division Chair Council 87-88 certificated staffing requests. DCC ranked the positions in priority order after

M/S/C Friesen/Diaz

To accept the Division Chair Council Certificated Staffing Recommendations, 87-88, as ranked by DCC. (Attachment #1)

Ayes: 7 Noes: 0 Abst.: 0

M/S/C Bobgan/Diaz

To approve the increase of the EOPS .60 Counselor position to full-time, (.40 increase), contingent upon available funding from EOPS for salary and benefits.

Ayes: 7 Noes: 0 Abst: 0

M/S/C Freeman/Friesen

To recommend that the Counseling position be made Number Nine on the DCC Prioritized Certificated Staffing Recommendations list, and that all nine positions be funded.

Ayes: 6 Noes: 1 Abst. 0

The Committee strongly recommended that all nine positions be funded, and urged the President to consider additional sources of funding (e.g. savings from high-salary-placement retirees/resignations/reduced workloads.) The Chair noted the importance of all the positions and stated that he would take the recommendation of the Committee to the President.

The College Planning Committee 87-88 Certificated Staffing Recommendations are as follows:

1. English
2. English
3. Auto Services
4. Athletics/PE
5. Communications
6. Art
7. ESL
8. Theatre Arts
9. Counseling
10. English
11. Marketing/Management/Supervision
12. Disabled Student Services

3. Policy/Procedures for CPC (Draft)

The Chair presented the draft of the policies and procedures for CPC as developed by Dr. Trotter, Mr. B. Miller and the Chair. He asked members to review it for discussion and action at the meeting of 3/17/87.

REPORTS

A. Institutional Direction Statements

The Chair informed members that CPC will be considering resource requests (other than certificated) beginning in April, and asked members to review the Institutional Direction Statements in preparation for the recommendations/allocation process.

B. Timeline for Ranking of Resource Requests 87-88

The chair distributed the timeline for consideration of resource requests for 87-88:

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| 1. Major unit review of resource requests. | April 1, 1987 |
| 2. Resource requests submitted to CPC for first meeting. | April 14, 1987 |
| 3. Vice Presidents, Business Manager rank college-wide requests. | April 16, 1987 |
| 4. CPC action on resource requests rankings and recommendations to the President. | April 21, 1987 |
| 5. Response from the President. | May 5, 1987 |

The meeting was adjourned at 4:31 p.m. The next meeting of the College Planning Committee will be on Tuesday, March 17 at 3:00 p.m. in A-218-C.

jdm

cc: Dr. MacDougall
Deans of Instruction
Assistant Deans
Division/Department Chairs
Rep Council
CSEA Rep

SANTA BARBARA CITY COLLEGE

March 2, 1987

TO: Dr. Peter MacDougall, Superintendent/President

FROM: Jack Friedlander, Dean of Instructional Services *J.F.*

SUBJECT: Status Report on the Attainment of Institutional Research Objectives

This past fall the Institutional Research Committee proposed an ambitious 20-item research agenda for the 1986-87 academic year. The status of the committee in achieving each of its 20 major objectives is presented in this report.

1. Measuring the Effects of Matriculation on Indicators of Student Success. This study is designed to evaluate the success of the college's Matriculation program. CCCA has completed much of the computer programming needed to compare the success of first-time matriculated students who entered SBCC in Fall, 1986 with that of matriculated students who begin their studies at SBCC in each of the three prior years. Results of this study will be available in April for nine of the thirteen indicators of success. This study will be repeated on an annual basis.
2. Studies to evaluate the validity of the assessment tests in predicting student success in English and mathematics classes. Completion of this project was dependent on the availability of funds (\$480) to pay for clerical staff to enter grades into the computer. Funds have not been approved for this project.
3. Determination of reading /com utation skill levels needed to succeed in credit courses throughout the curriculum. Funds (\$1,000) needed to hire someone to do the data entry tasks needed to complete this project were not approved.
4. Analysis of pre-test/post-test gains in reading courses. Gail Tennen has distributed a report showing the gains in reading skills made by students enrolled in Essential Skills 40 and English 90 classes in Fall, 1985 and Spring, 1986. The findings of this study (Appendix A) showed that: (1) students in Essential Skills 40 increased their reading skills by an average of 1.7 years in one semester; (2) due to the "ceiling effect," the test used to measure gains in reading skills for students in English 90 needs to be replaced; and (3) gains in reading skills were somewhat higher in classes taught by full-time instructors than in those presented by part-time instructors. This latter finding will be the subject of a future research project.

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5. Tracking of students from remedial courses into college-level classes in English and mathematics. Elaine Cohen has prepared a report on the percentage of SBCC students in remedial courses who enrolled in higher level remedial or college-level English and/or mathematics classes in a subse-quent semester. The findings show that from Fall, 1983 to Fall, 1985 (1) there has been a slight increase in the percentage of students who completed Essential Skills 44 and enrolled in English 10 the following semester (41% vs. 45%) and in the percentage of these students who received a passing grade in English 10 (64% vs. 68%); and (2) the percentage of students who received credit in English 10 and who enrolled in English 1 the following semester (68%) and received a grade of C or better in their college-level English class (71%) was the same in 1983-84 as it was in 1985-86. Results for 1986-87 on these same measures will be available in May.

6. Evaluation of the effectiveness of the Early Warning Program. A report showing the percentage of students who participated in the college's assessment program and who received early warning letters was prepared by Jack Friedlander (Appendix C). The study revealed that 497 (17%) of the 2,816 students involved in this pilot project were sent an early warning letter indicating that their performance at midterm was unsatisfactory.

A study is being conducted to identify: (1) the course completion rates of students who received the early warning letter versus those who did not receive the letter; and (2) the course completion rates in classes involved in this pilot project in Fall, 1986 versus those obtained in the same classes in Fall, 1985 when this program was not in place. Results of this study should be available within the next three weeks.

7. Student Outcomes Studies. SBCC is participating in the LARC Statewide Student Outcomes Study that is being coordinated by Julie Slark at Rancho Santiago College. This past fall 198 students enrolled in English 10 and Essential Skills 44 classes completed pre-tests measuring their competencies in composition. The results of the pre-test portion of this study (Appendix D) indicate that SBCC students in remedial English classes (Essential Skills 44 and English 10) registered a lower mean score of the measures of composition skills than students in other community colleges participating in this study (158.6 vs. 159.5). Post-test data on the gains students made in their composition skills will be available in May. It is interesting to note that 82% of the SBCC students involved in this project rated their writing skills as "okay" or better.

8. Evaluation of Vocational programs. SBCC is participating in a statewide study to track the success of occupational program students after they leave the college. The computer and software needed to conduct this study have been acquired. The first phase of this study, an in-class survey of occupational program students, will be implemented this semester. Results of this on-going study will be available in Spring, 1988. This study is being coordinated by Mel Elkins.

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9. Evaluation of the early registration program. A study evaluating the effectiveness of the college's early registration program has been completed by Jack Freidlander (Appendix E). The results of this study showed that nearly all of the students who participated in the early registration program found their meeting with the counselor to be helpful and close to 60% of the students noted that as a result of their conference with the counselor they made changes in their educational plans, class schedule, and/or decision to take advantage of a particular support service. This study will be repeated with a larger sample this spring.
10. Identification of the number of SBCC students who transfer to a four-year college or university. A study is in progress to identify the number of students who transfer to four-year institutions other than UC and CSU. The names of colleges to which students have requested their transcripts be sent is being compiled. Data on how many students enrolled at SBCC in 1986-87 transferred to a four-year institution will be available in November, 1987. Information on which schools SBCC students transfer to will also be identified in this report. This study is being conducted by Jack Friedlander and Jane Craven.
11. Evaluation of the preparation of SBCC students who transferred to UCSB, Cal Poly, and Westmont College. A follow-up survey will be sent this spring to former SBCC students who transferred this fall to either UCSB, Cal Poly, or Westmont College. This is the first year that students who transferred to Cal Poly and Westmont will be included in the evaluation of the college's transfer function. This project, designed to measure students' perceptions on the preparation for transfer they received at SBCC, will be completed in June, 1987 by Keith McLellan and Lana Rose.
12. Follow-up study of former SBCC matriculated students. A report has been prepared by Jack Friedlander which shows that of the 1,346 individuals who entered SBCC as first-time matriculated students in Fall, 1986, 822 (61%) re-enrolled in the 1987 Spring Semester as matriculated students, 120 (9%) re-enrolled in the spring semester but changed their educational goal to one of life enrichment, and 404 students (30%) did not re-enroll at the college for a second semester (Appendix F). A survey has been sent to the 404 students who failed to return to the college this spring. Results for the first phase of this three-year project will be available in April, 1987.
13. Measuring the quality of student effort. This study will be conducted during the last week of March. Over 50 faculty members and administrators were asked to review a draft of the survey to be used in this study and about half offered specific suggestions for its improvement. The survey will be field tested this week and will be distributed in 40% of the class sections offered on Monday, March 30, at 10:00 a.m. and after 5:30 p.m. Approximately 1,000 students in 47 class sections will participate in this study. Results of this study will be available in May. Jack Freidlander is directing this project.

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14. Instructional program review. The Program Review Policy has been implemented this year. Student surveys used in the program review process have been administered and tallied for 6 of the 11 programs to be evaluated in 1986-87. The remaining 5 departments are in the process of administering the student surveys. In addition to the student surveys, each program will complete a self-study which will be reviewed by a validation team. Several of the departments are conducting research studies as part of their self-study. This project, which is being coordinated by Elaine Cohen, will be completed in June, 1987.
Lynda Fairly has developed a proposal for evaluating student services programs (Appendix F).
15. Long range and short range enrollment projections. Burt Miller has just received the information he needs to make his enrollment projections. The projections should be available in May, 1987.
16. Development of a management information system. Elaine Cohen, Burt Miller, and John Morrison visited several community colleges to gather data that would be useful in designing a management information system at SBCC. John Morrison and Burt Miller have completed the conceptual design for the instructional program analysis portion of the system.
17. Analysis of SBCC student characteristics. Jane Craven has produced a report describing the characteristics of students enrolled at SBCC in Fall, 1986 (Appendix G). She also placed an article in the Channels describing enrollment and student background data for the 1987 Spring Semester (Appendix I).
18. Evaluation of new programs. The Institutional Research Committee is monitoring the evaluation of new programs at the college. Reminder letters are being sent this week to staff members responsible for completing the evaluations. Individuals in need of assistance with their studies will be encouraged to contact members of the Institutional Research Committee. The evaluations are due in June.
19. Involve more college staff members in institutional research. A number of steps have been taken this year to involve more staff members in institutional research activities. Elaine Cohen has met with faculty members involved in the program review process to discuss research information that could be gathered as part of their self-study. Jack Friedlander has met with faculty members from several departments to discuss the quality of effort research project. Jack has also met with several staff members charged with evaluating their programs this year. The committee has reviewed a survey prepared by George Gregory and it has shared the results of its research studies with several college committees. This spring the committee will publish a newsletter summarizing the results of research studies that have been completed this year. The committee plans to publish such a newsletter at least once each semester.
20. Location for maintaining a repository of institutional research reports. The Library will house the collection of institutional research reports. The reports available in the library will be announced in the institutional research newsletter.