

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

College Planning Council
Santa Barbara City College

Tuesday, August 15, 1995

MINUTES

Present: Dr. Peter MacDougall (Chair), Mr. Don Barthelmess CPC Member)
Mrs. Lynda Fairly, Dr. Jack Friedlander, Mr. Tom Garey, Mr. Bill Hamre,
Dr. Charles Hanson, Mr. Bill Hull, Ms. Kathy O'Connor, Mr. Dan Oroz, Mrs. Janice
Peterson and Mr. John Romo

Guests: Mr. John Marrazzo, Ms. Lori Pearce, Ms. Ana Wilson and Financial Aid Redesign
Team Members

I. Call to Order

The meeting was called to order at 1:04 p.m.

II. Approval of Minutes from June 21, 1995 Meeting

A motion was made to approve the Minutes for the June 21, 1995, meeting by Kathy O'Connor, seconded by Bill Hamre. The motion was unanimously approved.

III. Report from Financial Aid Project Redesign Team

Mr. Bill Cordero introduced the members of the Financial Aid Team, distributed copies of the team's report, and reported on the team's efforts. Mr. Cordero expressed appreciation for the team's outstanding work and enthusiasm for the entire Financial Aid Project. Ms. Marsha Wright echoed Mr. Cordero's positive assessment of the team and summarized the highlights of the team's report:

A. Overview of the Project

B. Acknowledgments

C. Contents

D. The Report

1. Mapping took one full week.

2. The proposed system design: a "paperless" office.

3. Recommendations:

- to the College Planning Council
- to the Financial Aid Director

E. Attachments

Ms. Wright noted that two documents not included in the attachments would be completed by the next CPC meeting.

Dr. MacDougall noted that in accord with the role defined for the College Planning Council in Project Redesign, the administrators from the main functional area effected will be responsible for responding to the recommendations and moving them toward implementation. If new college resources are needed from the General Fund, these will go through the resource allocations process.

Mr. Cordero and each of the team members noted the highlights within the team process:

- Isolation was a benefit. This enhanced focus and limited team members' visits to their offices while work was in progress.
- Assumptions about how various departments operate were often wrong. Better inter-departmental communication is needed.
- Student participation was essential and rewarding for all concerned.
- Inter-departmental appreciation occurred from the team's work. The team came to understand a great deal about other department challenges.
- The four-day work week was beneficial.
- Having to return to work to do tasks not completed in one's absence was very hard. Similarly, those colleagues back at the office not participating in the team need to be apprised with the team's work. Resentment can arise if everyone doesn't feel a part of the process.
- Each of the team members expressed enthusiasm for the process and the opportunity to effect positive change for the staff and students.
- Although some of the team members were initially skeptical, they all described their revised viewpoint as strongly favorable. Mr. Cordero said he was an advocate and apostle for Redesign.
- The team expressed willingness to communicate its experience to others in generating a positive attitude from the outset.
- Mr. Cordero complimented the outstanding contributions offered by Ron Adler, Associate Professor of Communication, in group dynamics and brainstorming.

Dr. MacDougall thanked the Financial Aid Team for its exceptional work.

The Chair noted that the follow up with the team needs to be direct and comprehensive. Vice President Fairly should take the lead with coordinating the implementation of recommendations in the Financial Aid team report. Coordination with Information Resources will be essential.

IV. Status Report from Academic Affairs regarding Testing and Marine Tech. Redesign Teams

Dr. Friedlander inquired about the specific follow up for instructional teams. The Chair responded that resource allocations must be approved by CPC if they are significant, but that the major area of follow up would reside within Academic Affairs and committees of the Academic Senate. If the Vice President and the appropriate committees endorse the direction and resources are available within the area, it is assumed the projects will move ahead. If new College resources are required, College procedures will be followed.

Dr. Friedlander reviewed the team members and the direction for the Marine Technology Project. The implications will influence not only Marine Tech. but other departments across the curriculum. The Marine Tech Team has recommended a curriculum which moves to a modular approach and allows students to complete their course of study more quickly. The expectation is that the new approach will allow more flexibility for faculty members and greatly expand the Department's WSCH. The team has outlined every single module and essentially produced a template for where to go next.

Mr. Barthlemess summarized additional key points in the team's work. He reiterated the enthusiasm mentioned by the Financial Aid team. He complimented team members' skills including Karolyn Hanna's expertise as a leader and Liz Auchincloss' serendipitous experience as a diver. The importance of the student role and the student's maturity was emphasized. Students are exposed to sensitive information so they must be trustworthy.

Mr. Marrazzo cautioned against deviation from the process (in areas such as mapping and brainstorming).

Dr. Friedlander reviewed the team members for the Assessment/Testing Team and summarized the results of their labors. The team is proposing an Assessment Center where students would be tested. Ms. Auchincloss said that some of the assumptions about negative student predispositions on various aspects of the testing process turned out to be largely incorrect.

The Chair complimented the teams and the leadership provided by the Academic Affairs and Senate leadership.

Mr. Marrazzo suggested that cultural changes are demonstrably occurring at SBCC.

V. Finalize "End Results" for Next Set of Redesign Projects

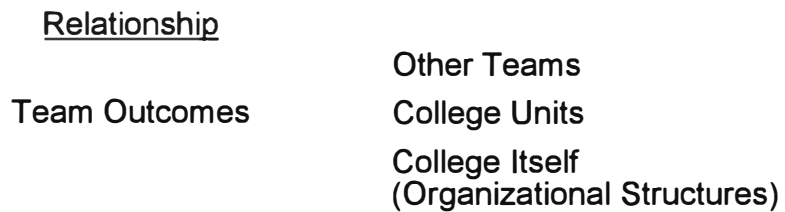
Mr. Marrazzo noted that all team members should be known by the Pre-30. Various changes were made in the end results for the teams starting in September and October. Mr. Marrazzo mentioned that it is not essential for faculty members to serve on all teams.

VI. Review Initial Ideas regarding the Interdependencies of Projects in Scheduling

The Chair explained the draft and the rationale for developing it. He asked CPC members and Mr. Marrazzo to respond. Dr. Friedlander noted the eventual importance of showing the relationship of the projects to the entire college. Revisions in the draft were suggested. The Pre-30 may include a review of potential interdependencies. Mrs. Fairly said that access to the information will be a key point in making sure the interrelationships are known.

Mr. Marrazzo said that:

- A. The timing of the projects is important. Some processes may not be interdependent but may influence other processes (after implementation).
- B. A group needs to be aware of all the information coming out of the projects so the coordination can take place (the czar). The Technical Committee will play this role according to the Chair.
- C. The Redesign end results are no longer bound to the old structures. The Chair graphed out some of the organizational interrelationships.



Mr. Marrazzo said that the Communication Committee will need to play a major role.

VII. Review Draft of the Document CPC will use to Evaluate its Effectiveness for Project Redesign Planning and Implementation

The Council will review the draft and respond to specifics at the next meeting. Mr. Marrazzo suggested that the team leaders and teams fill out the form.

VIII. Review of Proposed Format for Team Report

The Chair said that the format for the team report would be discussed at the Technical Team meeting with Mr. Marrazzo and returned to a future CPC agenda.

IX. Project Management Report

Ms. Wilson distributed copies of the "30 Day Prior Checklist" for teams. Members of the Council said that compensation issues should be clarified and included in the Prior 30. Ms. Wilson reported on other issues with which the Technical Team has occupied itself.

X. Communication Committee Report

Ms. O'Connor distributed copies of the Communication Plan and summarized it.

XI. CPC Transition from Project Redesign to College Responsibilities

We will need to make the transition from Redesign to regular college business at our next meeting.

College Planning Council meetings will take place on first and third Tuesdays of every month. The next College Planning Council meeting will be September 5, 1995, at 3:00 p.m.