

ACADEMIC AFFAIRS COMMITTEE OF CPC

MINUTES

July 16, 2008

1:30 p.m.

President's Conference Room

ATTENDANCE

PRESENT

Administration

Dr. Kristi Blackburn, Dr. David Humphreys, Dr. Robert Richards, Luis Rosas,
Dr. Ann Tomlinson

Faculty

Nabeel Barakat, King Carter, Ellen Joiner, Dr. William Loiterman, Lauren McKenzie,
Dr. Stanley Sandell, June Smith, Mark Wood, Bradley Young

Students

None Present

Classified

None Present

Accreditation Follow-up Report

Luis Rosas stated that it is obvious from reading the accreditation recommendations that they want much more scope and detail on several questions that the college attempted to answer the first time. L.A. Southwest College was put on probation. West L.A. College came out about the same as we did. Gary Columbo is very concerned about what happened at Southwest College and wants to meet with each of the three schools to see how the District can help in preparing for these responses. The research end of it will be critical. As Dr. Richards has reminded us, we are the planners. This is the committee that does all the planning for Academic Affairs. He is a resource for us and provides the data that we are supposed to be using in a culture of evidence to do the planning and we will just have to document all of that in the best way we can.

Program Review Status

Mr. Rosas stated that all of the divisions have to go back and pull out their program reviews and make the necessary updates. If we can make them look good together, if we were to bind them together, or put them on the website together, it would be nice if they all followed a similar look. Mark Wood suggested that divisions follow the program review manual.

Dr. David Humphreys stated that in order to facilitate this whole process and help to make it happen, he has been working with Lora Lane to set up a timeline for the fall and one of the things that will be coming to the divisions, probably before the end of July, is a list of the courses that we already have the measures written for that the divisions worked on in the spring and this is going to become the list of courses that we expect that the division chairs will shepherd their faculty through in actually measuring the assessments for the fall. Workshops are being planned for right around the 27th or 28th of August on how to write rubrics, how to write good questions and how the rest of the process is going to be including how to analyze the data that is generated. We are also going to be trying to assemble a timeline of things that need to get done during the course of the fall. Dr. Humphreys has accepted the challenge of trying to set up a timeline for program review and what he is simply going to do is to take those activities that are identified in the manual and give them a time frame in the course of the year so that we can have a check on what's done when and get it finished at the appropriate time. There are also vocational program reviews that have to be done in a timely manner so that the college is not in danger of losing any VTEA money.

Nabeel Barakat brought up the suggestion that it would be very helpful to have a retreat for all of the chairs and tackle one department at a time and all help each other out collectively and have the program review manual there and follow it. Members of the committee agreed by consensus that having such a retreat for the divisions would be very productive. A day long retreat to work on program review was planned for Friday, August 8, 8 a.m. to 3 p.m. The location will be announced at a later date. Dr. Bob Richards stated that most of the 2008 fact book has been completed and is up on the Harbor College website. Dr. Richards urged the chairs that before they start having this writing session, they may need to step back a bit and think about the whole process. Chairs should sit and have a dialog with their respective departments about what they value as a division before they can start going through the rest of the stages.

Budget Concerns Planning

The latest figure on the deficit is 4.2 million. Dr. Tomlinson noted that if the college keeps doing business as it has been doing this year, then for fiscal year 2009 which began July 1, we will finish next year at 4.8 million. The Chancellor is telling the presidents not to have an ending balance that exceeds 1.5 million. 1.2 million is the sum that the district has offered us not to repay this year so that we would have more operating capital so we might end up with at 2.1 million.

The committee discussed a recommended cut of 10% in each cluster.

Some of the areas discussed to make budget cuts:

Furlough or Job Sharing

(contract and MOU's)

50% reduction in OT/sub and relief.

Vacation - during college down time

Sheriff Contract – ticket only red curb/staff/ADA slots

Eliminate/reduce cadet program – ticket only red curb/staff/ADA slots

Academic Affairs

Division efficiency

All divisions need to go back and meet with their faculty and bring back a plan for efficiency improvement.

Efficiency reports need to be tied into the planning they have already been doing. The planning process must be tied to allocation of resources and should be data driven.

Reorganization of divisions

Turn in book requests in a timely manner

On line class efficiency

Readjusting schedules/Office schedules

PACE program

Weekend classes

Class size average

Student workers

Civic center permit revenues

Adjournment

The meeting was adjourned at 3:17 p.m. The next meeting will be held on Wednesday, August 6, at 1:30 p.m. in the President's Conference Room.

