

## **ACADEMIC AFFAIRS AND STUDENT AFFAIRS JOINT CLUSTER MEETING**

April 21, 2010

- The online program review template proposed by the District was discussed. It is viewed as a powerful tool for students, but also the feeling at Harbor is that it should not be used exclusively.
- Student Services personnel would like to be more involved with course offering and management policy.
- After a vigorous discussion about using the \$800,000 to reduce the deficit alone, the joint committees asked that Dr. Spink be advised of the need for non-credit courses that could be funded from the backfill. This suggestion arose out of the perceived need for basic skills courses for most of our students.
- The committees agreed that it would be healthy to have regularly scheduled meetings between the two groups.

## **Academic Affairs**

May 5, 2010

### **Academic Affairs Unit Plan Narrative**

- Dr. Humphreys passed out an executive summary packet for unit plan narrative and Mark Wood's priority process for cutting classes. June Smith raised the question as to how the viability process worked in tandem to this, pointing out that if cuts are made without viability in mind, the program being reduced could lead to a viability study.
- Do all items, including non-budget items, go into the plan or not? Jim Stanbery argued that to be meaningful, all items need to be included. The list has to look at what add ons are wanted as well as where savings can be made.
- State revenue shortfalls may amount to 30%. Community Colleges have specifically been mentioned for reductions in the last few days. Perhaps we need to start with a list of required programs, and build from there. (Brad) Identify all the core courses and then all the supplementary ones. Each department needs to publish a hierarchy. (Luis)

## **ACADEMIC SENATE OF THE CALIFORNIA COMMUNITY COLLEGES**

Plenary Session, April 15-17, 2010

- Resolutions from the spring plenary session are now posted at [www.asccc.org](http://www.asccc.org). Many of the resolutions dealt with the transfer problems/possibilities, articulation with CSU and UC, accreditation policies, and student success measures. The body passed a resolution supporting physical education and asked that we begin to explore hiring a different accreditation agency, WASC. We also passed the resolution asking that bachelor degree programs in Nursing be developed for community colleges. I strongly urge all of you to browse the resolution section on line, but if you have specific questions, please e-mail me, and Pam or I will try to get back to you as soon as we can with details.
- Jane Patton was elected President; Michelle Pilati, Vice President; Beth Smith, Treasurer, and Wheeler North, Secretary. Lesley Kawaguchi was re-elected as the Area C representative and David Morris, as the South Representative.
- Brian Murphy, President of De Anza College, gave an impressive keynote address the opening day of the session entitled, "California Community Colleges: Past, Present and Future. He described the history of developing the Master Plan for Education under Clark Kerr's leadership

in 1960 where in order to seek the advancement of the state, economic growth and social peace had to be developed in a democratic culture. The only viable solution was a free higher education for the citizens of California. In the past 50 years, however, the idea of the State as the carrier of public good has eroded, and diversity of the population has become a reality. The problem facing the State now is its resources, and Dr. Murphy suggested that taxation should be on oil companies, not students. The trend towards privatization at the State level undermines this original master plan “democratization,” and those who vote don’t benefit from democratization. The officers were trying to see if the address was captured on video so that they could make it available for us all. That would be a great service.

- Pam Watkins and I attended many individual workshops, and Pam helped present in one of them on curriculum: “New Rules for Prerequisites.” Congratulations, Pam.

## **ASSESSMENT SUBCOMMITTEE OF CURRICULUM**

April 28, 2010

Lora Lane, chair of the committee, reviewed the progress so far for choosing Program/Pathway and Institutional Assessment student outcomes. Good progress has been made, but we still have mostly general education pathway SLOs to finalize.

The group then spent a long time discussing how institutional assessments would be conducted and also which ISLO should be used next year to assess. It was decided to use the first I SLO for assessment next year: “Use language and nonverbal modes of expression appropriate to the audience and purpose.” Items discussed included questions about which students should be included and at what course level, how to identify majors or intended majors, and where do the courses in the student success pathway and GE fit into the institutional assessment.

The subcommittee will try to have another meeting before the end of the semester.

## **CORE**

April 20, 2010

- The shortlist for contractors for the student union and landscaping projects has been compiled. Meetings will be held during May to finalize a contractor, and it is anticipated that the finished project will go to the board on July 13.
- The design for the community services office and bathrooms is ready. This is a small building holding an office and bathrooms. Cost estimates are between 750 and \$800,000, a square footage of 2600, and an estimate to build in spring of 2011.
- Most of the punch list for the Child Care Center has been completed. Why the landscape around the building is dying is a mystery.
- The final document for the Humanities Modernization is almost done.
- There are problems with the smaller chiller, a leak in one of the chiller lines, and the need for training operators.
- Non-DSA enhancements for the tech building are moving forward and almost done. DSA items are almost ready to be submitted.
- NEA/SS non-DSA enhancements are being completed, and DSA enhancements should be submitted by the end of this week.
- The major digging for the new parking structure should be completed in a few days.
- A high-voltage connection will be made this Friday, but it should not disrupt the college campus.

- The old tech building should be coming down in July.
- Construction drawings for the new Science Complex are completed and should be submitted to DSA by the end of May.
- The lease with DWP still has not been finalized. The punch list for this project is still in progress.
- The PE building has several issues that need correction especially doors. Demolition of the old PE building is in phase 2 of the project and so a contract has to be let out to accomplish this.
- Construction design for the electronic sign is completed. It will go to LACCD Build this week and to DSA by the end of May.
- The softball field upgrade bid is \$40,000, far under the original estimate.
- The RFP for the Job Placement Data Center will be out April 26. Plans will go to the board on 12 May.
- The ADA transition plan will be brought back next week.
- Because we have changed our master plan, we need to submit an addendum to the master plan, and that is being drafted in propose to go to the Board in June.

April 27

- One of the issues discussed was what type of benches will be installed along the bus route on L St. The guess decision of CORE was that we should stay with concrete benches to be in keeping with the decision about campus benches.
- The notice to proceed for the library will be distributed on May 7. Fencing will also begin then. Access to the site will be before 8 a.m. and after 2 p.m.
- The Old Tech Building will be taken down in the middle of June as part of the beginning of constructing the science complex.
- Demolition of the old gym should begin about 1 August.
- The Job Placement and Career Center should be started about March 2011.
- We need to have a meeting about construction signs before the new phases of construction begin so that students, staff, faculty, and the community have clear paths around construction fences.
- Dr. Spink announced that the Harbor Teacher Preparation Academy has found money to begin their construction and will want to start before 2014. We recommended that the LAUSD construction be phased around the Harbor College construction so that their work does not interfere with our classes.
- ARCADIS is investigating how the campus can provide AED defibrillators in each building.
- A meeting will be held May 11 to go over the initial concepts for the SAILS project. Final scoring should be held on July 13.
- The RFP for the Theater and Fine Arts renovation should go out May 10. The concept presentation is scheduled for June 15.
- The central plan still has problems, and CORE is recommending that a firm like Johnson Controls be brought in to resolve the issues. The problems exist because the large chiller was installed first and there is not enough demand for its services for it to function properly, and the smaller chillers have not been connected in such a way that operations are mechanically smooth.

- Enhancements for the Tech Building are almost finished; second floor fixes require more attention. The NEA/SSA non-DSA enhancements should begin in June. The DSA enhancements will be submitted as over-the-counter so that the wait time for approval will be shortened.
- The dirt hauling for the parking structure is almost complete. Construction should start next week.
- The Science Complex should go to DSA on May 20.
- The renewable energy agreement with DWP is scheduled for the board on 4/28.
- The PE Wellness Building is having trouble with its automatic doors. I'm meeting to discuss hardware problems is scheduled.
- Fencing for the Library and Learning Resource Center will go up on May 7.
- The electronic sign is being reviewed by BUILD. After reviewing their comments, the plan is to submit the design to DSA as an over-the-counter item.
- There will be more meetings of the TV studio group before submitting the proposal to CORE on May 18.
- Bid for reciting the softball field came in at \$40,700. Re-sodding the field should start May 12.
- The RFP for the Job Placement/Data Center should go out on April 26.
- The Campus Events Center will go to DSA on May 17. This is the office for Community Services and community bathrooms.
- Tom Johns doesn't know if there renovations for the General Classroom Building have to go to DSA yet. Cost of the renovations will determine that.
- Rehab of the DSPS should go to the board on May 26. Tom Johns hopes to get the notice out in mid-June.
- The old marquee will be torn down.

## **CORE**

May 4, 2010

- Rick Darling brought a sample of protective coating for hallways and classrooms. We will do a test of the recommended material in SSA, opposite financial aid. What color should it be?
- An example of proposed signage for the forthcoming construction was passed around. Looks fine.
- Rendering of benches for the bus stop on L Street were exhibited. The proposal calls for benches and/or benches and a fence. If a fence goes in, it should match the CDC fence and be black. Previously, we had also suggested that Janice Hahn's office be contacted so that a bus shelter (advertising program) be placed there.
- The CORE group thinks that a standard security system should be developed and put in place: exterior cameras at campus entrances and outside buildings. Each building's security then will be developed individually, but a major concern is the shelf life of any system we acquire and the cost of replacement and maintenance. Questions arose

about the possibility of a District policy and implementation of a shared maintenance pool to help diminish expenses.

- Humanities Modernization RFP draft is being finalized, working on the last section of it. Should be ready in less than two weeks. RFP out on 5/10.
- SAILS presentations will be on 5/11; they will take all day, 8-1:30 or 2. These are initial concepts only. Because of this meeting, CORE will not meet on 5/11.
- CDC punch-list is almost done.
- Central Plant: still working on resolving issues.
- TECH building: still working on DSA proposal.
- NEA/SSA enhancements: going to a two brother outfit.
- Parking Structure hauling is almost complete. Next part is putting up the outside walls. We need City approval for the retaining wall that faces L Street; it's in progress.
- Formal submission for the Science Complex is scheduled for the end of May.
- Renewable energy still going through the punch-list. Some repairs are needed because of the heavy truck traffic and crumbling around the base of some curbs.
- Preparations for the PE/Wellness Building are going on right now. Weed whacking.....
- 5/14 going out to bid to tear down the old PE building.
- Library: putting up fence on the 5/13.
- TV Studio: presentation coming up on the 18<sup>th</sup>.
- Softball field can be watered after we put the new sod in.
- Job Placement Center firm EPI/JFAK has been chosen: going to the Board next week.
- Campus events office going to DSA on 5/17.
- SPS is on the Board agenda for 5/26; expect to proceed in mid-June
- ADA committee meeting on 5/13 at 11 in SSA 214.
- New EIR is in progress; meeting in June and will bring it to us after that.

## **CPC**

April 19, 2010

- The Council discussed Both the Planning Procedures Manual and the Planning Matrix from the District, but it did not reach consensus because further changes needed to be made and we had not previously seen the District Planning Matrix. It was decided to have a meeting on the 26 before the board meeting to come to final approvals.
- A copy of the Strategic Plan was also distributed, and it was noted that the new lexicon from a Planning and Procedures Manual would have to be inserted as the only major change in that document.
- Discussion of reinstating the Informational Technology Advisory Committee (ITAC) and the feeling of the Council is that there is some urgency to have this committee started meeting again. Upon further discussion, June Smith was asked to look at the technology committee under the auspices of the Senate and work towards having this as a vehicle for ITAC.

- A report from the district that colleges are being encouraged to move to online applications only generated concerns about student impact. It was suggested that the ASO should be involved in these discussions and that the item be put on the next academic affairs committee meeting.
- Lauren McKenzie gave the budget report that showed our deficit being markedly reduced because of new revenue from parking, rental of facilities, savings from no winter session or summer session, and the application of the federal stimulus dollars as well as the categorical backfill monies. Dr. Spink intends to use almost all of the stimulus money to apply towards the deficit.

April 26, 2010

- The council came to the consensus on adopting the planning procedures manual and decided that the District Planning Matrix did not have to be completed at this time.
- Dr. Spink announced that there would be a District budget summit next week that would involve the presidents and vice presidents.
- Dr. Spink also announced that the five candidates for the Harbor College Presidency would be interviewed by the Board of Trustees on May 6.
- LAUSD has found the money to start the construction design and building for the Harbor Teacher Preparation Academy. Their program will have to be integrated and developed around Harbor College's time schedule.
- Bobby McNeel announced that there are three grants that have been submitted: water treatment, surgical, and teacher pathway, in cooperation with the city WIB (Workforce Investment Board). He also announced that another Title V grant centered on engineering/business revised curriculum in greening and access to college, the first year experience, and college success is also being developed.
- Mr. McNeel also said the College is working on a summer culinary arts program targeting disadvantaged youth.

## **DAS**

April 8, 2010

- The council took a few minutes at the beginning of its meeting to honor one of its pioneers Fleur Steinhart from City College. Bev Shue had written a very poignant tribute to Fleur and Winston Butler, and that sparked a discussion about asking Bev to compile a history of the DAS.
- There were several action items on the agenda, and the following proposed changes were approved:
  1. Graduation Requirements for the Associate Degree in Nursing (BR 6201)
  2. Catalogue Rights (BR 6202)
  3. Unit Limits for Cooperative Education (BR 6405)
  4. Registered Nursing Program Standards (E- 10)
  5. Elimination of Provisional Equivalency
  6. Retention of Written Work and Grade Records
- The motion on syllabus requirements, 6705.20, was postponed because the DAS had a question about liability. At issue was the requirement that every syllabus include a

reference to the student conduct code as it relates to academic dishonesty. This issue will be brought back at a future meeting.

- On the future agendas will be a new regulation called Acceptance of Upper Division Course Work to Meet Associate Degree Requirements and restructuring of E-64, Procedures for Development and Approval of New Educational Programs and Options.

## **DAS EXECUTIVE MEETING**

April 22, 2010

- Deborah Harrington, Daryl Kinney, and Patty Schmolze reported to us on the progress of the Basic Skills Initiative and the Student Success Initiative. They announced future meetings on April 26 and May 10. They asked us to take to consultation with the Chancellor the need for full time faculty SLO coordinators and the need for adequate space for them to function properly. The aim is for continuous improvement of program and assessment. The trio also passed out a Proposal: "Minimum Standards for SLO Coordinators in the LACCD."
- David Beaulieu announced that Tyree Wieder would be staying on in the District as a consultant into October, at least. John Clerx will retire as of June 30, Gary Colombo will be returning to City College in the fall, and the new Chancellor, David LaVista, will be assuming his new role on August 1.
- The Executive Committee heard an appeal from an EPAC decision for someone who wished to claim Eminence in poetry. The appeal was denied.
- There will be a meeting of the stimulus grant interested parties at City College on May 14. This meeting will begin following the DCC meeting, either at 11 or 12.
- The committee went over the draft for the proposed Academic Administrator Selection and made several suggestions.

## **DIVISION COUNCIL**

April 21, 2010

- Dr. Humphreys introduced the draft questions for online program review that the District is developing. He stated that we needed to make suggestions for Harbor College by May 5. He will be in contact with division chairs about their needs and wishes.
- Vice President Luis Rosas went over the current efforts to hire five new full time faculty, two in nursing, and one in history, culinary arts, and theater respectively. The two nursing positions are downtown for approval and the other three have been advertised.
- Vice President Rosas stated that we needed to reduce eight hourly positions (sections) in order to pay for each full time faculty hired. He stated that our student per class ratio is better than 38 but still the lowest in the District. June Smith pointed out to Mr. Rosas that we would be losing at least 2 1/2 positions of full time faculty out of the 2010-11 academic year budget, and that those position losses needed to be figured in any mandated reductions in class sections.

### **Division Council,**

May 5, 2010

#### **Budget**

- Hiring five full time faculty for next year means that we will have to reduce an appropriate number of part time faculty to make up the expense. Luis Rosas announced that there may be

further cuts coming if the current state funding is down as much as another \$3 billion. There may have to be vertical cuts. Lauren McKenzie told the group that each college is supposed to submit a balanced budget to the District in June. This may mean program cuts.

- The issue of an emergency faculty number in PE arose, and Division Council supports hiring a long term sub as a replacement for the fall in order to help the department out. It was also pointed out that the department needs a female on the staff.
- Mr. Rosas raised a question about offering large classes in single sections in order to help raise the average class size. Questions were raised about teaching our underprepared students and student success with such a program.

### **Program Outcomes**

- Humphreys asked how we can “light a fire” under all faculty to get all the pathway outcomes written. Next year, we plan to assess one of the institutional outcomes via the program outcomes process.
- Some program reviews are still outstanding and need to be completed by the end of May. A question of how to get all the WIBs on board was raised.
- Dr. Humphreys passed out an Academic Affairs Unit Plan Narrative for discussion. It included four suggested service area outcomes to guide the process of unit plan narratives.

### **Student Services, Joy Fisher**

- Lost another student services worker, so the hours have been reduced.
- Received 2000 new applications last year but have received over 900 so far for next year. All applications are on-line, now.
- Assessment will go to four ten hour days, generally 10 – 3 or 10 – 5.