Academic Planning Council

03-02-07
9:30-10:30
ST 108

ATTENDEES
Gaither Loewenstein        Mark Lewis        David Payan
Walter Stevens            Todd Wales       Sheryl Tschetter
Carol Farrar              Jim Morrison     Diane Dieckmeyer
Joe Eckstein

ABSENTEES:            Tom Wagner

EXCUSED ABSENTEES: Fernando Salcedo, Gail Zwart, Tim Wallstrom, Deborah Tompsett-Makin,

ADMINISTRATIVE PROCEDURES

There have been numerous changes in Administrative and IDS positions over the last few months. The rolls of Department Chairs and IDS need to be clarified.

• IDS are not responsible for assigning teaching arrangements/release time.
• Please do not return your rollover with markings. This leads to errors in the schedule. Schedules should be created on Tentative Teaching Assignment forms provided by the IDS.
• Avoid utilizing the IDS as secretaries.
• IDS are not authorized to provide phone numbers and addresses of students or faculty. FERPA training is provided to faculty. This training will address how the faculty can access the information they require.
• IDS will keep faculty posted as to what is and what is not in the IDS job description
• Is it possible to have WebAdvisor send out automatic reminders at Census and when grades are due? This will be researched.

EFFICIENCY DATA, STRATEGIES

WSCH (Weekly Student Contact Hours) vs FTES (Full Time Equivalent Student)
FTES and Faculty Load-District goal 525. Please refer to annual efficiencies reports provided. High efficiency departments can sometimes support lower ratios in others. Look at your disciplines to identify classes with historically low enrollments. Limit specialty classes. Honors program has been put on hold. We are getting away from scheduling science lectures in labs. Move toward large lecture meetings with several smaller lab sections. Large lectures can now be scheduled in THTR 101. Fender will now be utilized for theater rehearsals. Two (2) additional large portable spaces should be available in fall 2007 that seat 75-90 students. In order to improve efficiency look at standardizing on line class caps.

BASIC SKILLS BLOCK SCHEDULING

A total of eight (8) sample Basic Skills Block Schedules were provided to be implemented fall, 07. Block scheduling will require coordination between disciplines. Schedule with students in mind, then take faculty preferences into consideration.
ACADEMIC PLANNING COUNCIL (ACP)

Annual Resource Allocation Process Timeline provided to all attendees. Program review updates due on 3-15. Should include lists of resource needs (faculty, equipment, facilities) linked to program/college/district objectives. ACP will rank in late spring for equipment and faculty. Criteria for ranking should include items on the handout.

NEXT ACADEMIC PLANNING COUNCIL MEETING

(DEPARTMENT CHAIR MEETING)

Friday, March 16 -----9:30 to 10:30 -------ST 108